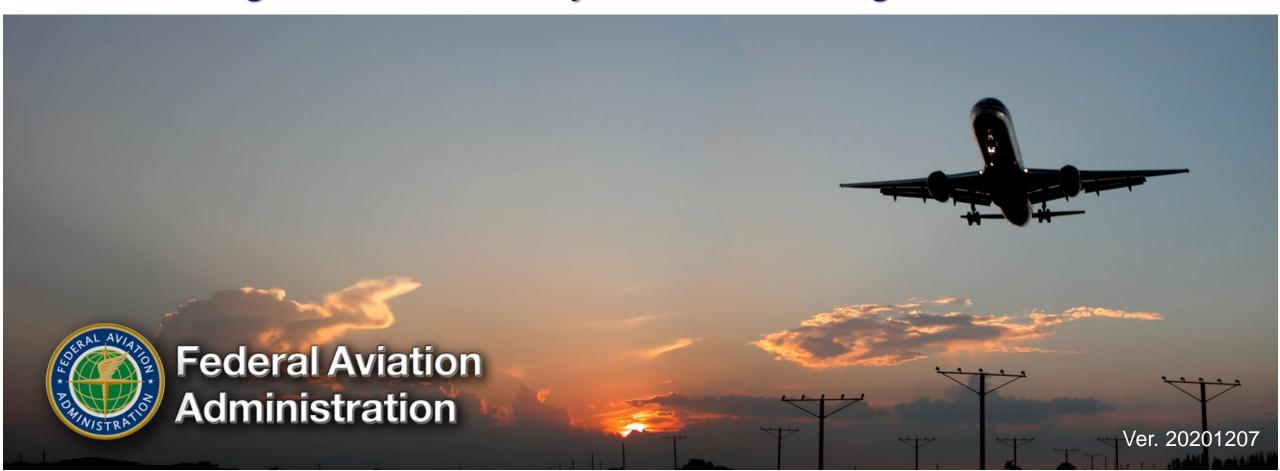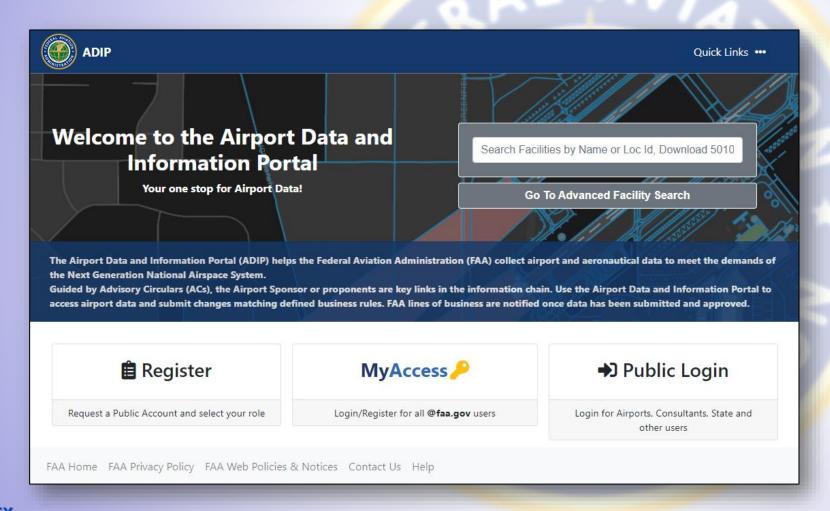# Airport Data and Information Portal (ADIP)

We are Airports

Airport Master Record (AMR) 5010
Data Management for Facility Owners/Managers

Federal Aviation Administration

ADIP – Web Address: http://adip.faa.gov

ADIP – Briefing Notice

ADIP system functions, tools, and links are updated on a regular basis. Screenshot page functions and text shown in this presentation may have been changed/updated since the publication date of this briefing (12/07/2020).

Please visit the ADIP website for the most up-to-date version of ADIP Online Users Guide.

Federal Aviation
Administration

ADIP – Briefing & System Terms

ADIP – Airport Data Information Portal - URL: https://adip.faa.gov/
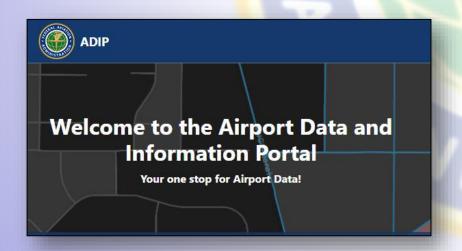
AMR – Airport Master Record (FAA Form 5010)

Airport Manager (of Record) – Airport Manager listed on AMR (5010)

Airport Staff (Role) – Personnel who work for the Airport Manager

Facility – Airports and/or Heliports

MOS – Modification of Standards

ADIP - Slide Navigation/Active Topic Hyperlinks

Active Topic Hyperlink.
Direct link to a
specific topic.

Use mouse to click on **Active Topic Hyperlinks**.
Use the "SPACEBAR" to advance slides.
To jump to a specific slide, type the
slide number and "Enter".

➢ **(Click) – System User Roles & Permissions**

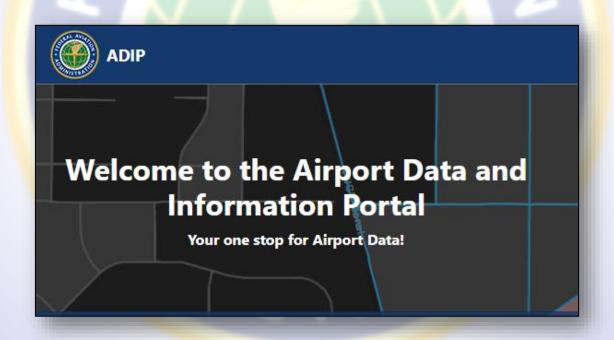Link Back to AMR
"Topic Links" Slide

Quick Link to ADIP
Website

INDEX

Federal Aviation
Administration

ADIP AMR (5010) – Active Topics Index

Airport Data Information Portal (ADIP)

System User Roles & Permissions

ADIP Site URL: https://adip.faa.gov/

Federal Aviation Administration

ADIP – System User Roles & Permissions

Airport Manager (of Record) - Default System Permissions

→ Create new *Airport Survey Data* Projects

→ Create/Edit/Submit *AMR (5010)* Data Change Projects

→ Create *Modification of Standards (MOS)* projects

→ Assign *Airport Survey Data*, and *MOS* projects to Airport Staff

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT MASTER RECORD

> 1 ASSOC CITY:	PHOENIX	4 STATE: AZ
> 2 AIRPORT NAME:	PHOENIX DEER VALLEY	LOC ID: DVT
3 CBD TO AIRPORT (NM): 15 N		5 COUNTY: MARIO
		6 REGION/ADO: AWP /PHX 7 SECT AERO CH

GENERAL

SERVICES

10 OWNERSHIP:	PUBLIC	> 70 FUEL: 100LL A
> 11 OWNER:	CITY OF PHOENIX	
> 12 ADDRESS:	3400 SKY HARBOR BLVD	> 71 AIRFRAME RPRS: MAJOR
	PHOENIX, AZ 85034	> 72 PWR PLANT RPRS: MAJOR
13 PHONE NR:	623-869-0975	> 73 BOTTLE OXYGEN: HIGH
14 MANAGER:	ED FARON	> 74 BULK OXYGEN: HIGH
> 15 ADDRESS:	702 W DEER VALLEY DR	75 TSNT STORAGE: HGR TIE
	PHOENIX, AZ 85027	76 OTHER SERVICES: AMB,AVN

Federal Aviation
Administration

ADIP – System User Roles & Permissions

Airport Staff - Default System Permissions

→ None

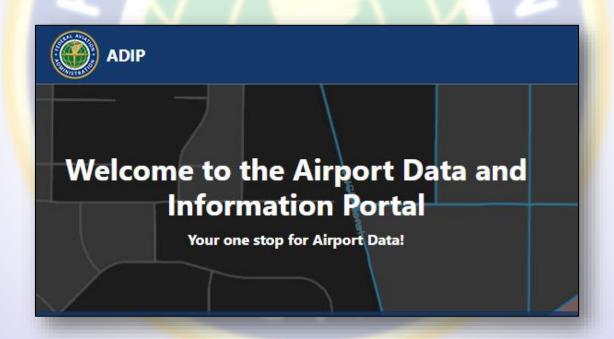*If Authorized by Airport Manager (of Record) (req. signed letter to FAA)*

→ Coordinate/Manage *Airport Survey Data* projects

→ Coordinate existing *MOS* projects

NOTE: Additional user permissions can only be modified through the ADIP Help Desk or by authorized System Administration personnel
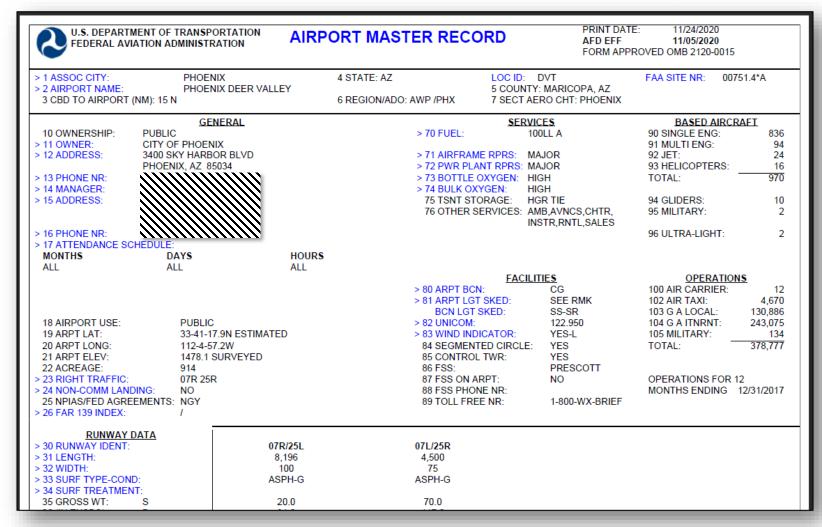
Airport Master Record (AMR) 5010

Download Current Facility Data

AMR - Download Current Facility Data (5010)

Your current published AMR data report (shown here) is downloadable in .PDF format through the FAA ADIP system

AMR - Download Current Facility Data (5010)
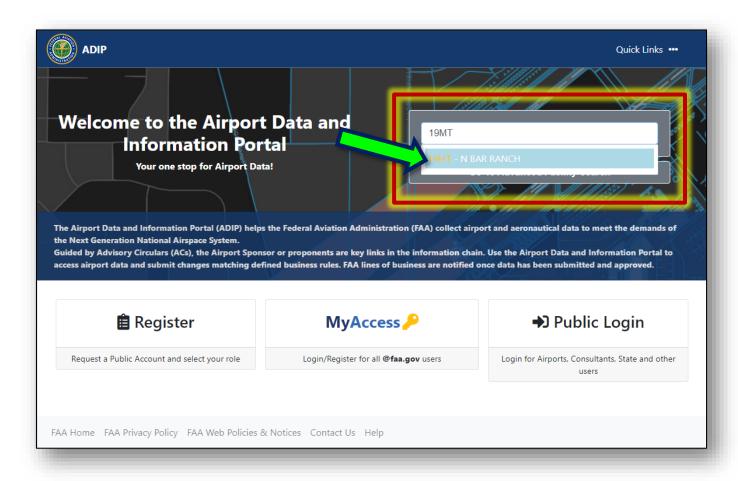
Several ways to access 5010

Method 1
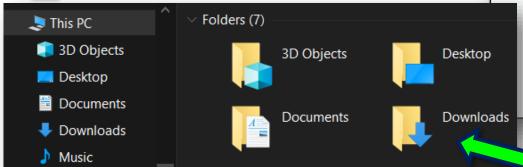
- **ADIP - Login Page**
  - No Login Required
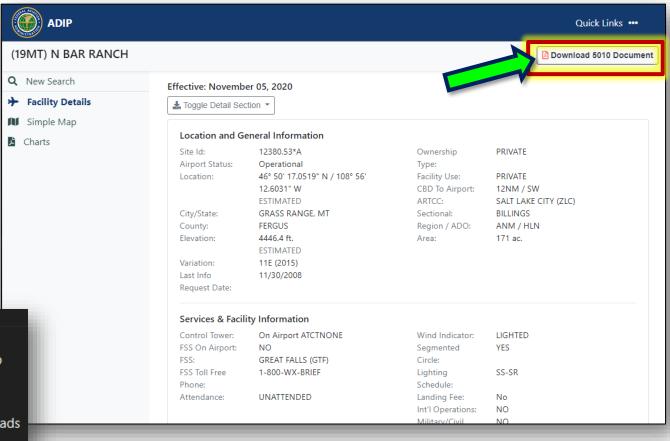 - Type Airport ID
  - Select Airport from Dropdown

AMR - Download Current Facility Data (5010)

Several ways to access 5010

Method 1 (cont.)

- **ADIP - Airport Data Page**
  - Download 5010 Document
  - In File Explorer, this document can be found in the "**This PC → Downloads**" folder
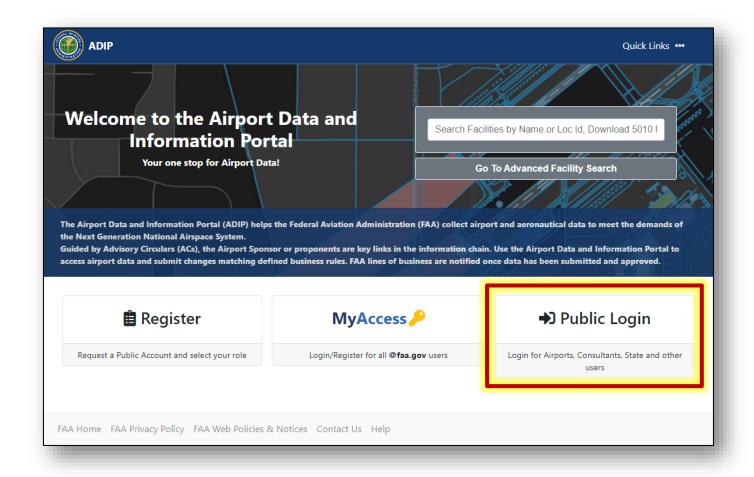 - File Format: (IATA ID).pdf

AMR - Download Current Facility Data (5010)

Several ways to access 5010

Method 2
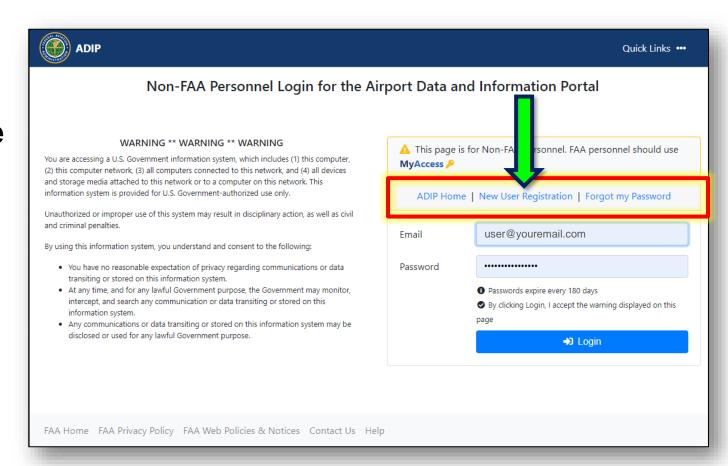
- **ADIP - Login Page**
  - Select Public Login

AMR - Download Current Facility Data (5010)

Several ways to access 5010
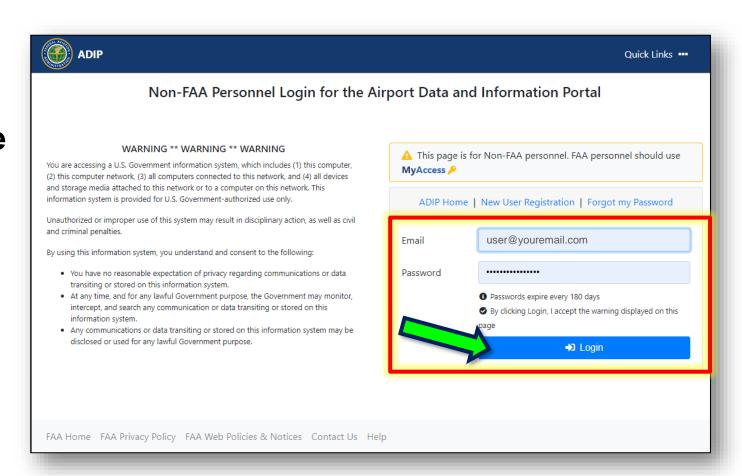
Method 2 (cont.)

- **ADIP - Login Warning Page**

- **Non-Registered Users**
  - Click "New User Registration"
  - Follow directions to create a new user account
  - After registration, an e-mail will be sent to the e-mail address you provided during registration
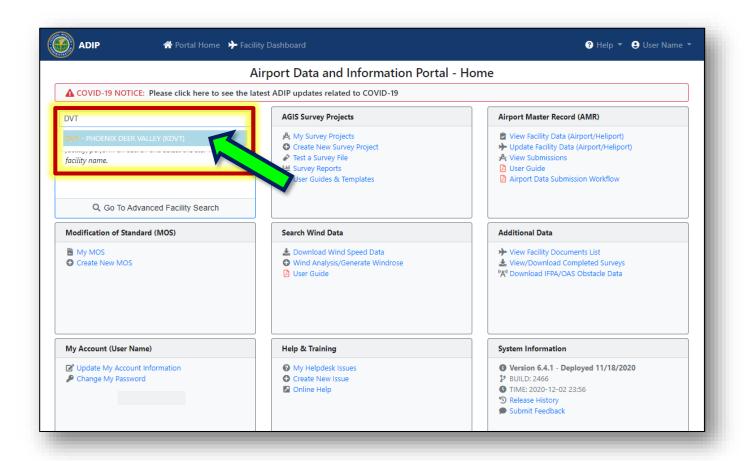 - *You must click the link provided in the e-mail to validate your user registration*

AMR - Download Current Facility Data (5010)

Several ways to access 5010

Method 2 (cont.)

- **ADIP - Login Warning Page**

- **Registered/Verified Users**
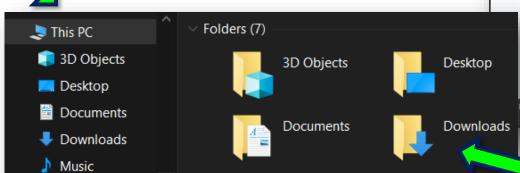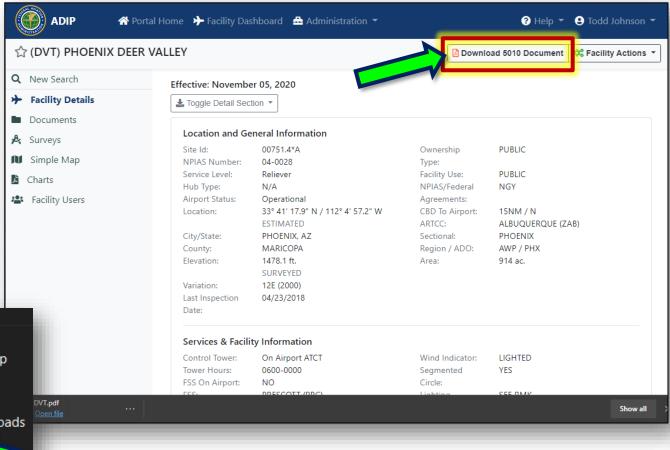 - Type e-mail address and password in boxes provided
  - Click "Login" bar

AMR - Download Current Facility Data (5010)

Several ways to access 5010

Method 2 (cont.)

- **ADIP - Portal Home Page**
  - Type Airport ID
  - Select Airport from Dropdown

AMR - Download Current Facility Data (5010)

Several ways to access 5010

Method 2 (cont.)

- **ADIP - Airport Data Page**
  - Download 5010 Document
  - In File Explorer, this document can be found in the "***This PC → Downloads***" folder
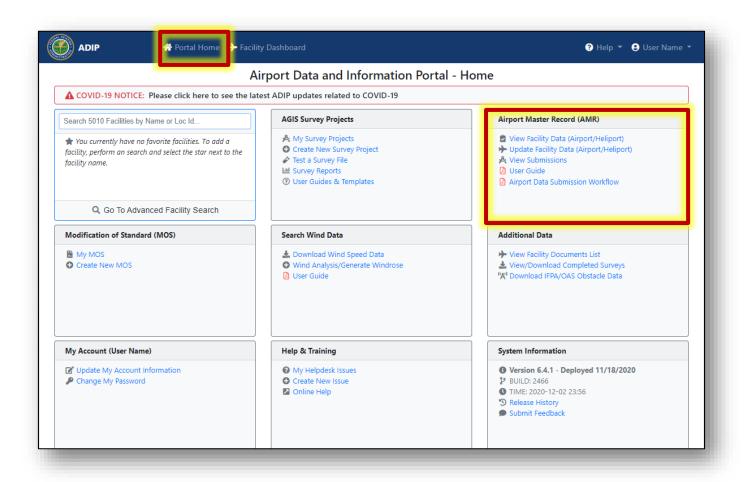 - File Format: (IATA ID).pdf

Federal Aviation Administration

AMR - Download Current Facility Data (5010)

Several ways to access 5010

Method 3
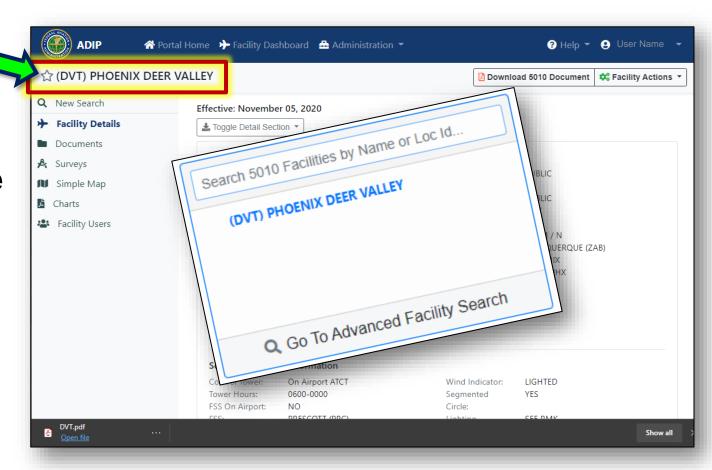
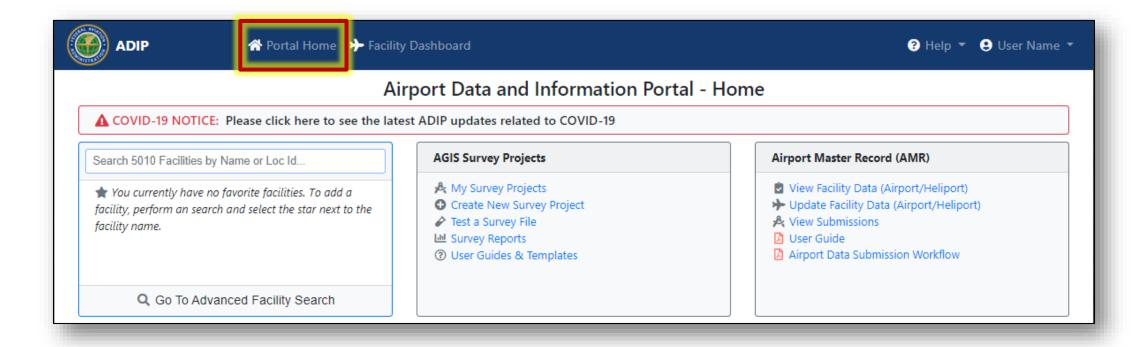- Portal Home → AMR

- Procedure is described in the next section

NavTips - Save/Remove Facility Search Favorites

Save Airport to Favorites

- **Click the STAR next to the airport name to SAVE / REMOVE this airport to the "*Portal Home → Facilities Search*" list**

- **Use "Favorites" links to quickly access commonly searched facilities**

Federal Aviation Administration

NavTips - Lost? Click the "*Portal Home*" Link

If you are ever lost inside ADIP, just click on "*Portal Home*" to go back to the Main Screen

Federal Aviation Administration
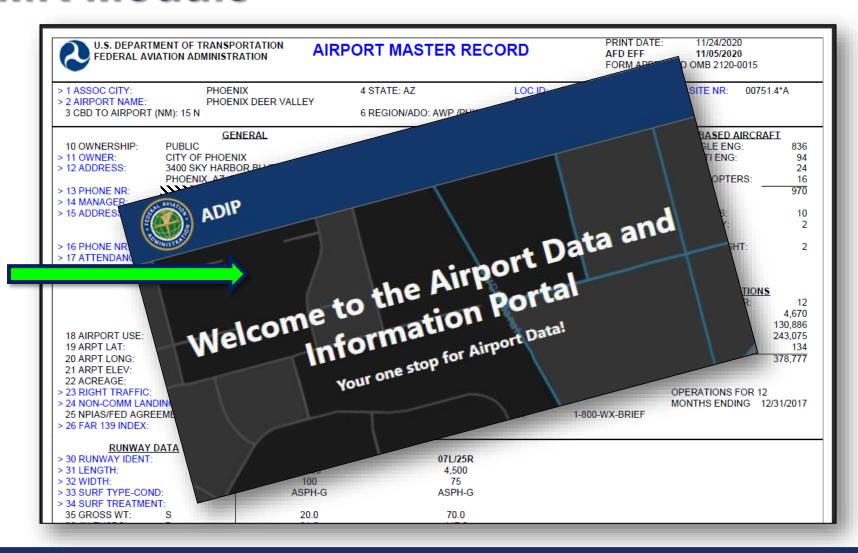
Airport Master Record (AMR) 5010

The AMR Module

ADIP – The AMR Module

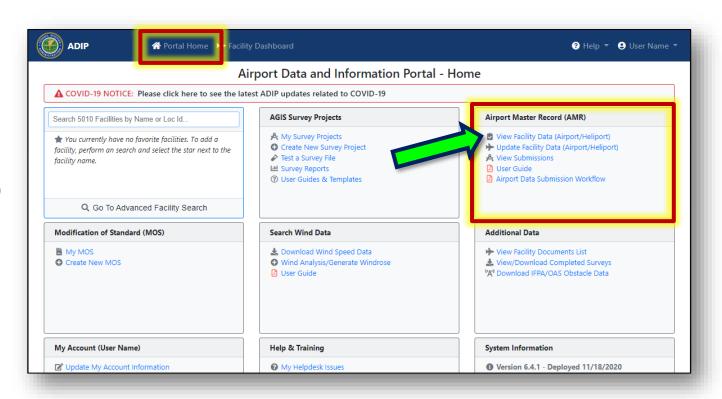**The Airport Manager of Record** can view and/or manage the AMR (5010) data through the ADIP System

Portal Home → AMR → <u>View Facility Data</u>
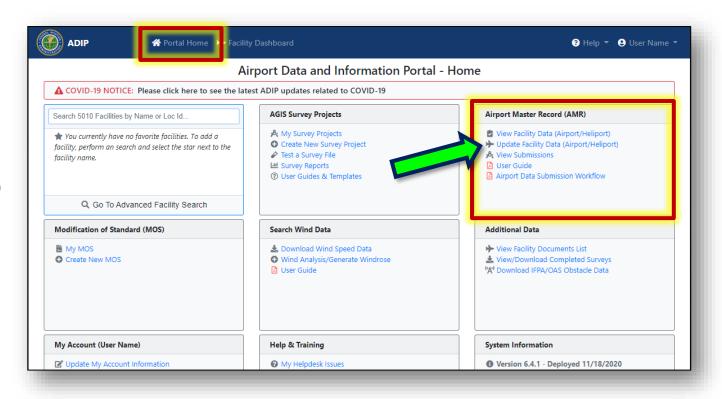
To VIEW current 5010 facility data in ADIP…

Start at "*Portal Home*" page

- Airport Master Record (AMR)
- *View Facility Data (Airport / Heliport) (Link)*

Portal Home → AMR → Update Facility Data
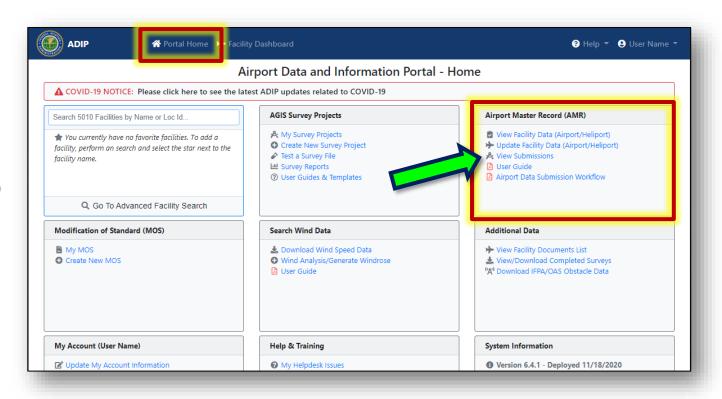
To UPDATE current 5010 facility data in ADIP…

Start at "*Portal Home*" page

- **Airport Master Record (AMR)**
- *Update Facility Data (Airport / Heliport) (Link)*

Portal Home → AMR → View Submissions

To VIEW PREVIOUS 5010 SUBMISSIONS in ADIP…
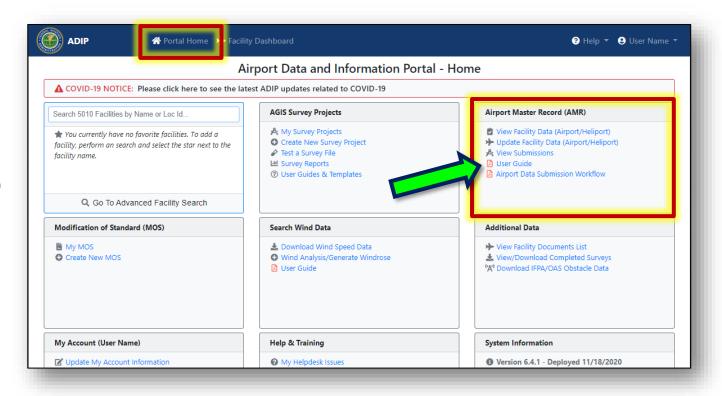
Start at "*Portal Home*" page

- Airport Master Record (AMR)
- *View Submissions (Link)*

Portal Home → AMR → Online "User Guide"
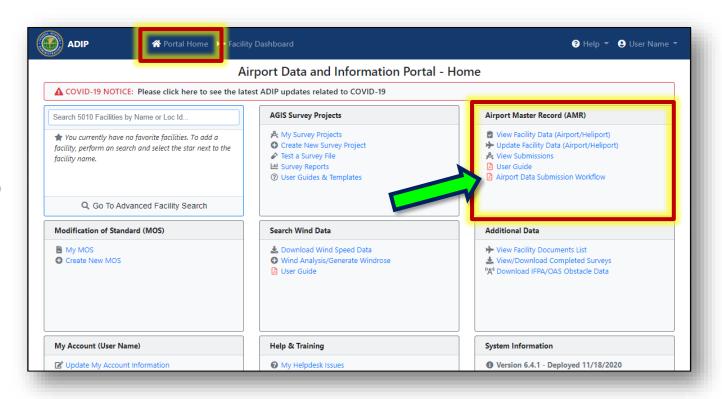
To view the current online AMR Online User Guide…

Start at "*Portal Home*" page

- Airport Master Record (AMR)
- *User Guide (Link)*

Federal Aviation Administration

Portal Home → AMR → This Presentation

To view or download THIS PRESENTATION from ADIP…
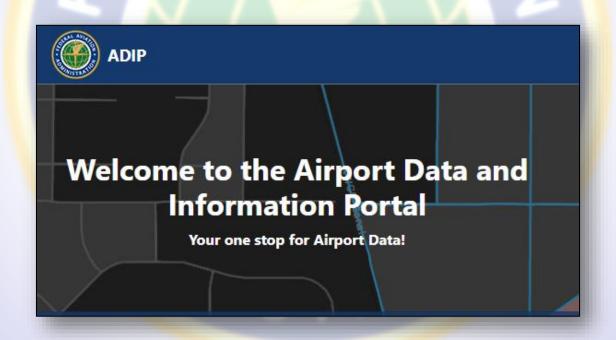
Start at "*Portal Home*" page

- Airport Master Record (AMR)
- *Airport Data Submission Workflow (Link)*

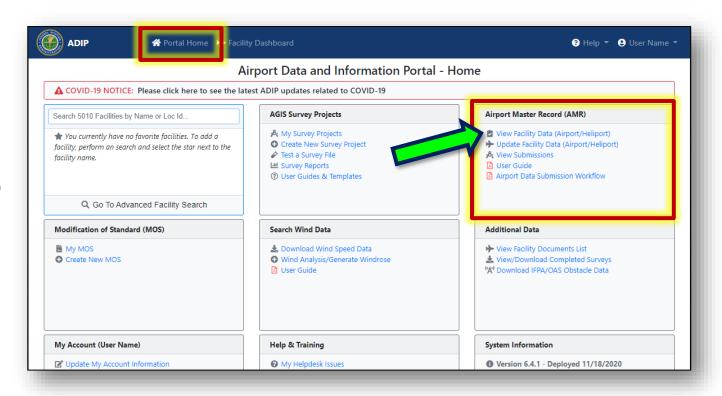# Airport Master Record (AMR) 5010

View Published Facility (5010) Data

Federal Aviation
Administration

Portal Home → View Facility Data

To VIEW current 5010 data for your facilities in ADIP…
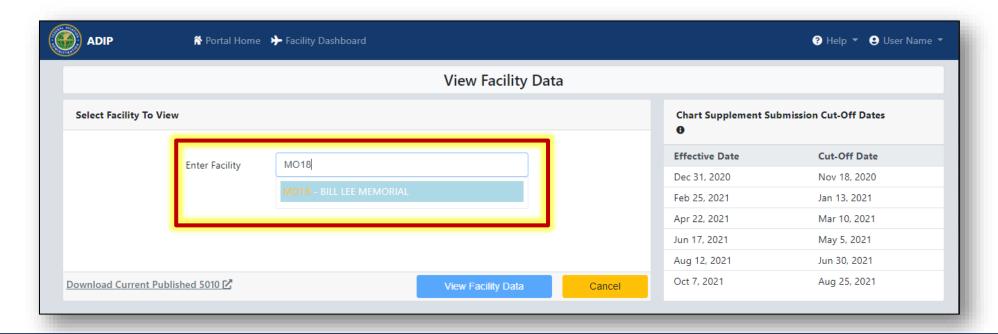
Start at "*Portal Home*" page

- Airport Master Record (AMR)
- *View Facility Data (Airport / Heliport) (Link)*

Federal Aviation Administration

View Facility Data - Airport Selection

SYSTEM OPERATIONS NOTE
Facility Id search bars inside the AMR module will only populate for facilities that have been assigned to you and that you directly manage. All other airport facility Id's will not populate the facility drop-down selection bar.

Federal Aviation Administration

View Facility Data - Airport Selection

- Enter your Facility ID
- Select the facility from the pull-down, then
- Select *Download current published 5010 PDF (Link),* or
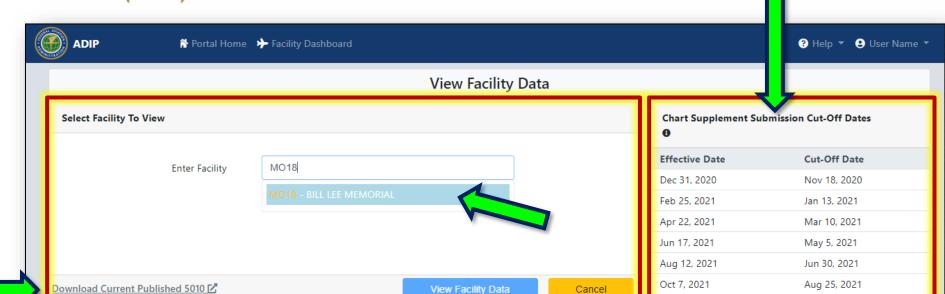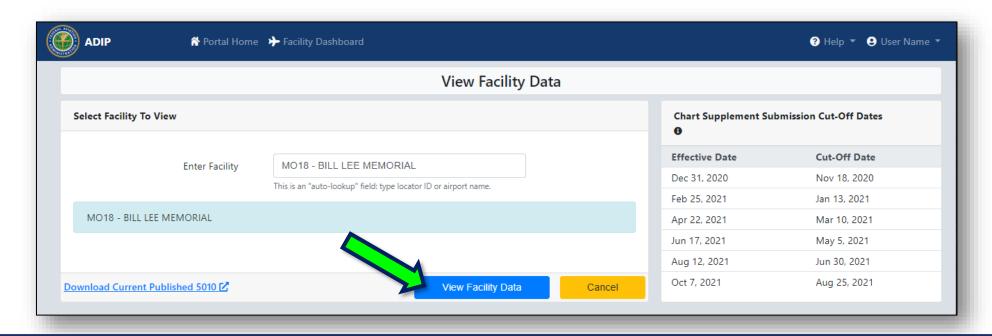- Select *View Facility Data (Link),* or
- Select *Cancel (Link)*

Chart Supplement Submission Cut-off Dates will be covered in the following section called *"Update Facility Data"*
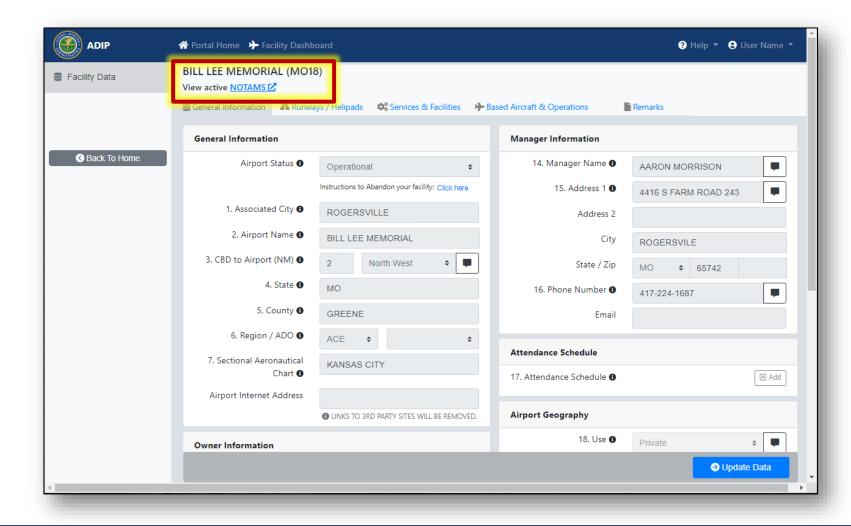
View Facility Data - Airport Selection

- Enter Facility ID
- Select Airport From Pulldown, then
- Select *View Facility Data (Link)*

View Facility Data - Overview
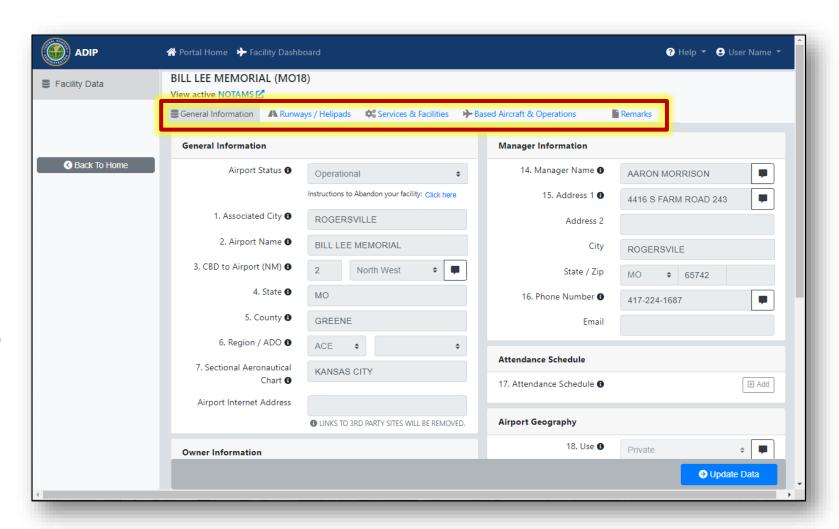
- Airport Name (IATA ID)
- View active NOTAMS (Link)

View Facility Data - Overview

Five (5) tabs across the top:

- **General Information**
- **Runways / Helipads**
- **Services & Facilities**
- **Based Aircraft & Operations**
- **Remarks**

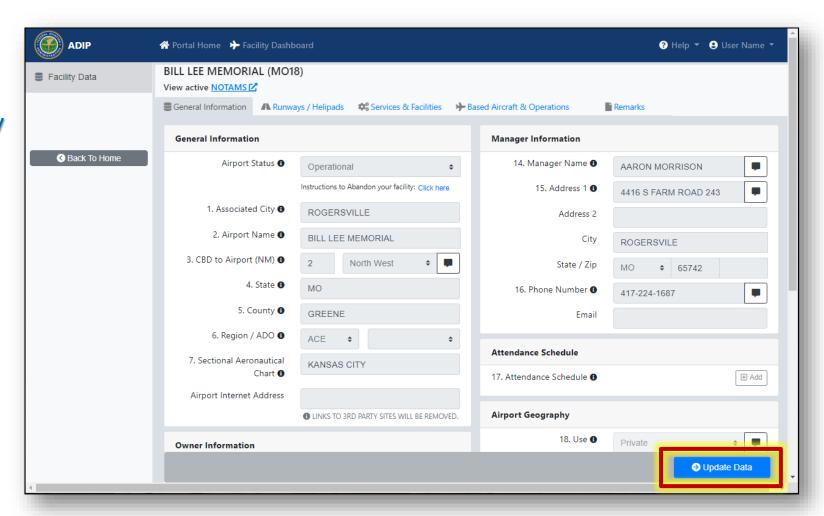Click on the Heading name to access the element data in each tab

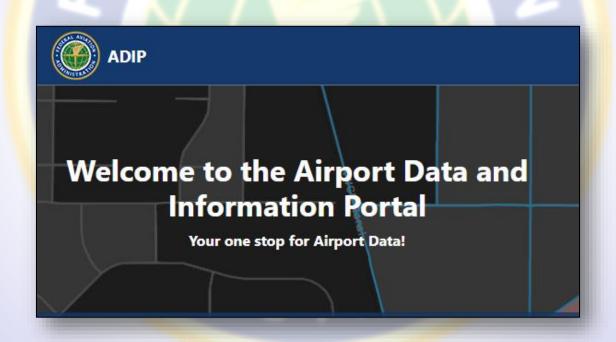# View Facility Data - Overview

The Update Data Button

→ A Direct Link to "Update Facility Data" pages discussed in the following section

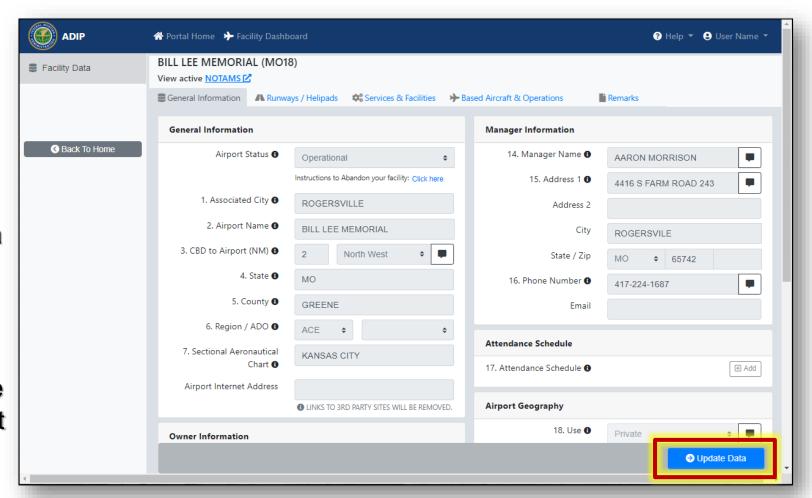# Airport Master Record (AMR) 5010

Update Facility Data (AMR Link)

ADIP Site URL: https://adip.faa.gov/

Federal Aviation Administration

Update Facility Data - From "View Facility Data"

The **Update Data** Button

→ A Direct Link to "Update Facility Data" pages

NOTE1: This method takes you directly to the "Update Facility Data" page and does not require a facility Id search as shown in the following slides.

NOTE 2: This method will either create a new Facility Data Change Project, or open the current project if an "In Progress" project exists
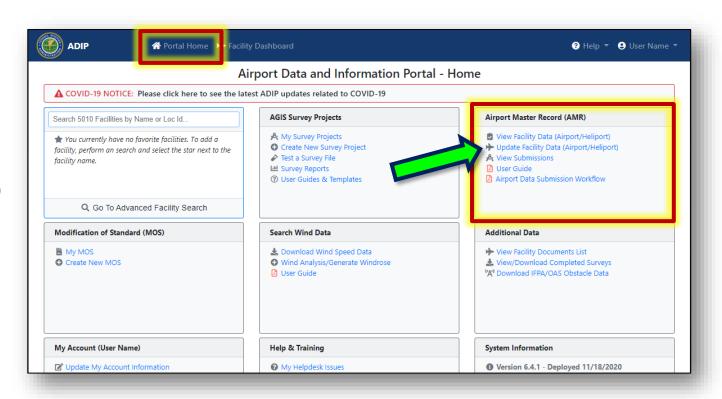
Portal Home → AMR → Update Facility Data

To UPDATE current 5010 facility data in ADIP…
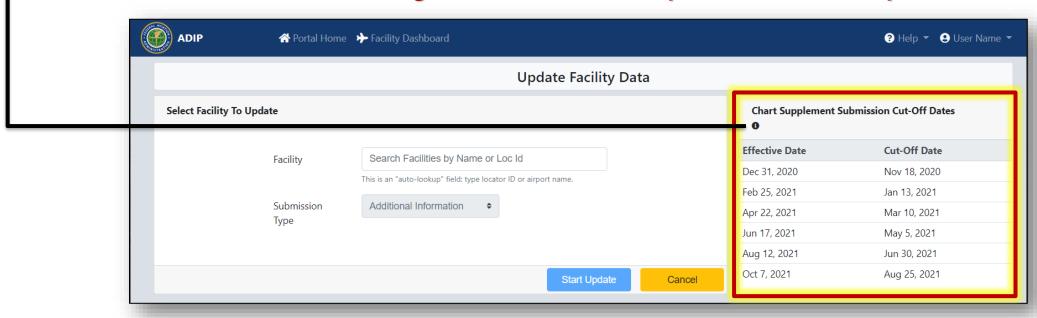
Start at "*Portal Home*" page

- **Airport Master Record (AMR)**
- *Update Facility Data (Airport/Heliport) (Link)*

Critical Data Submission Information

Data changes must be received by the Aeronautical Data Team as soon as possible but <u>not later than the "cut-off" dates listed below to assure publication on the desired effective date.</u>
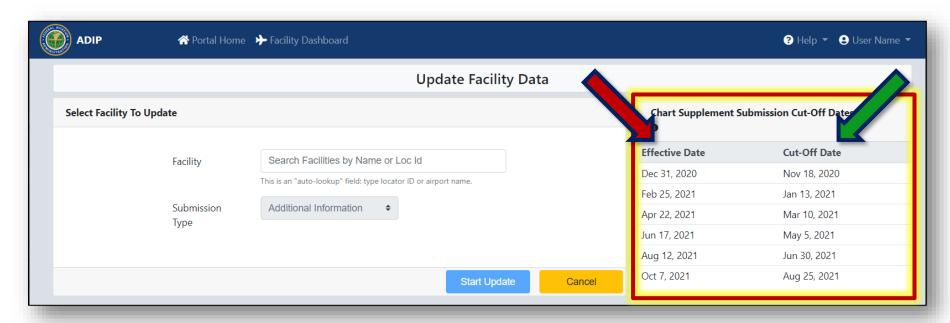
ALERT: Critical information such as equipment malfunction, abnormal field conditions, hazards to flight, etc., should be reported as soon as possible

Critical Data Submission Information
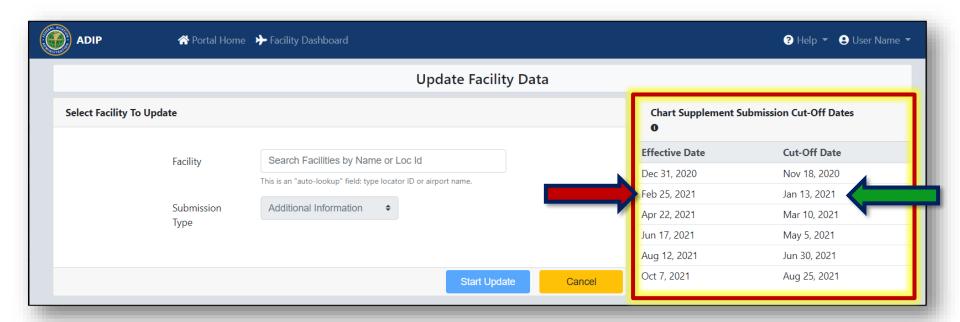
Cut-Off Dates vs Effective Dates

For facility data changes/updates to be published by the *"Effective Date"*, changes need to be submitted to the FAA by the *"Cut-Off Date"*

Critical Data Submission Information

Cut-Off Dates vs Effective Dates

Example: Data submitted to the FAA by *Jan 13, 2021*
will not be published to the AMR until *Feb 25, 2021*
or later, depending on the type of data submitted

Federal Aviation
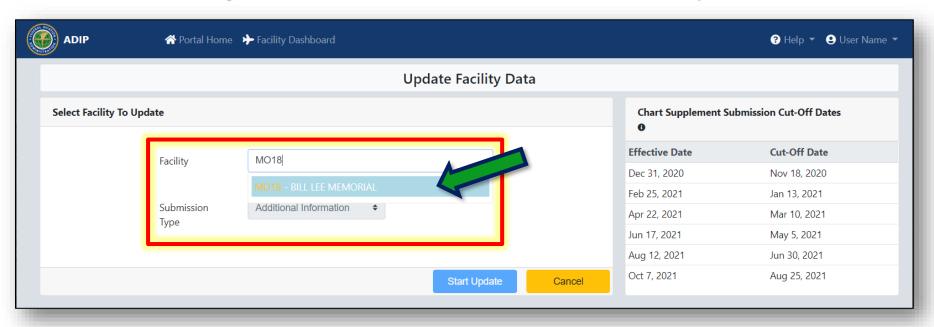Administration

Update Facility Data - Key Points

"Facility" Search Bar

New AMR projects can only be created for user-associated facilities.
Non-user associated facilities will not populate the drop-down list.
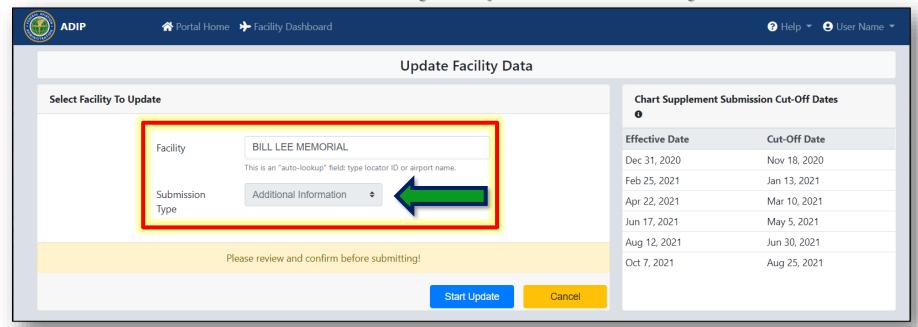Type the user associated Facility Name or Loc Id
in the "Facility" search bar, then select it from the drop-down list.

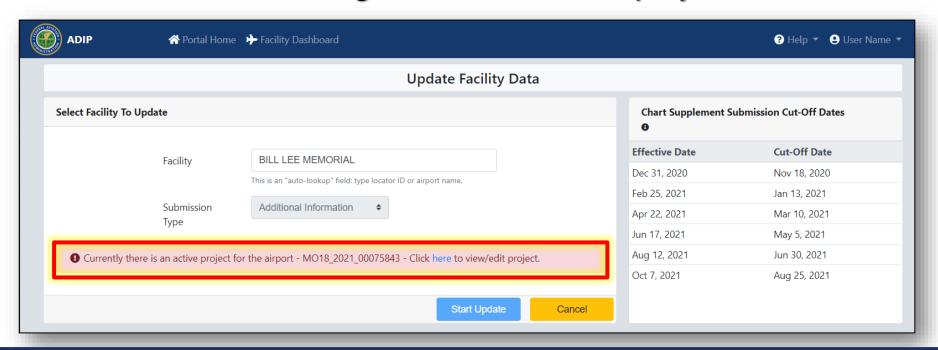# Update Facility Data - Key Points

"Submission Type" Pull-down

The "Submission Type → Additional Information"
pull-down is locked (N/A) for Facility Managers/Staff.
This is for Facility Inspector use only.

Update Facility Data - Key Points

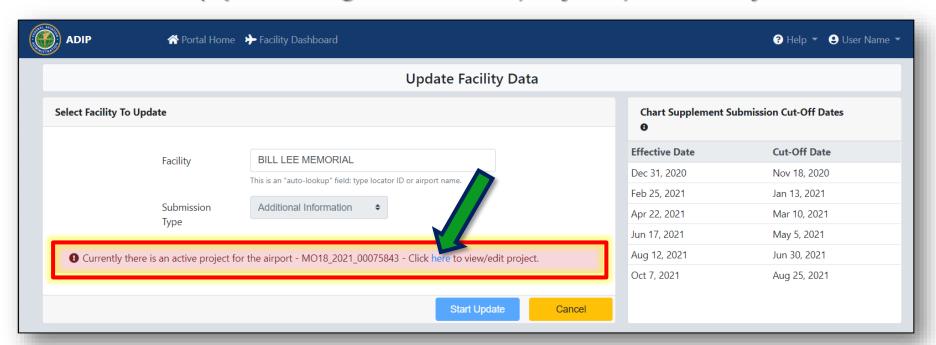*Existing/Active AMR Change Project in ADIP System*

If an active project is found (i.e. unsubmitted or submitted
and not yet approved by FAA), a warning will appear
with a red bar showing the current active project number.

Federal Aviation
Administration

Update Facility Data - Key Points

Existing/Active AMR Change Project in ADIP System

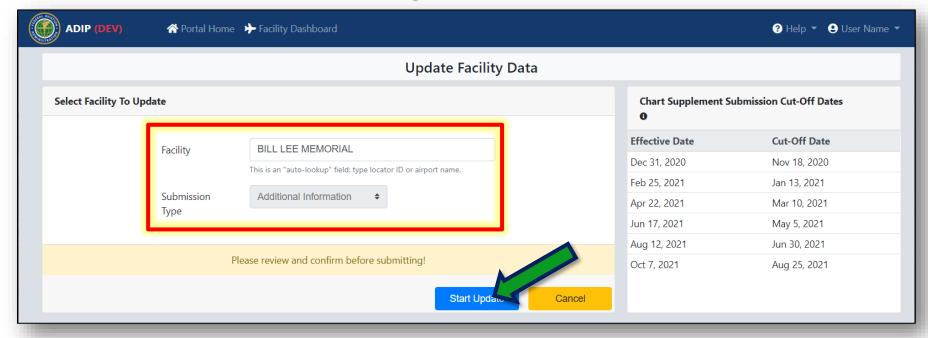Click the Click *"here"* link to view/edit the current project.
NOTE: The ADIP system does not allow more than
one (1) "In Progress" AMR project per facility.

Update Facility Data - Key Points
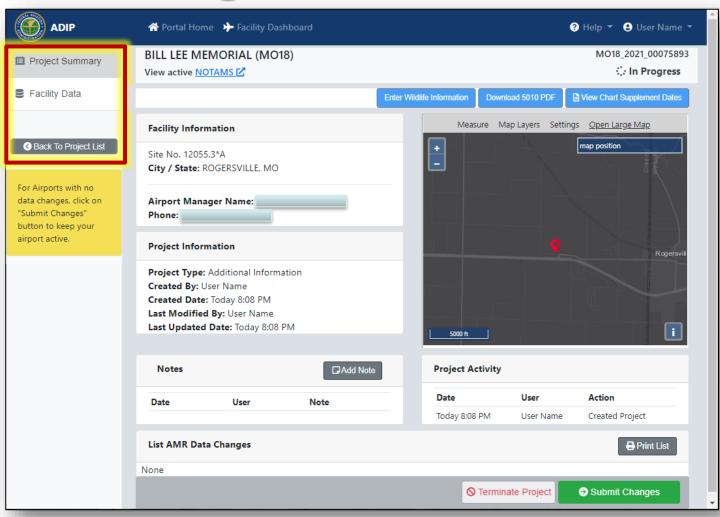
Start (Create) AMR Update Project - No Existing Project

Confirm the correct facility has been selected, then click the "Start Update" button, or click "Cancel" if the incorrect facility has been selected.
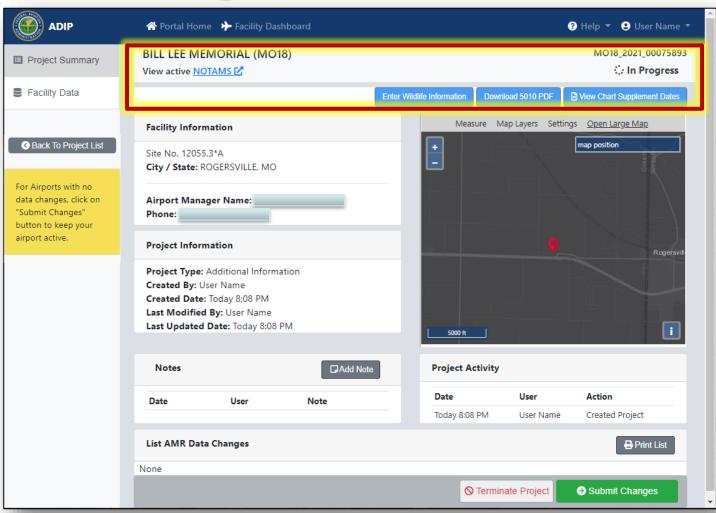
Update Facility Data - Main Page

AMR Project Main Page Windows

- Navigation Tabs
  - Project Summary (Current Screen)
  - Facility Data – Enter Edit Mode
  - Back to Project List

Update Facility Data - Main Page
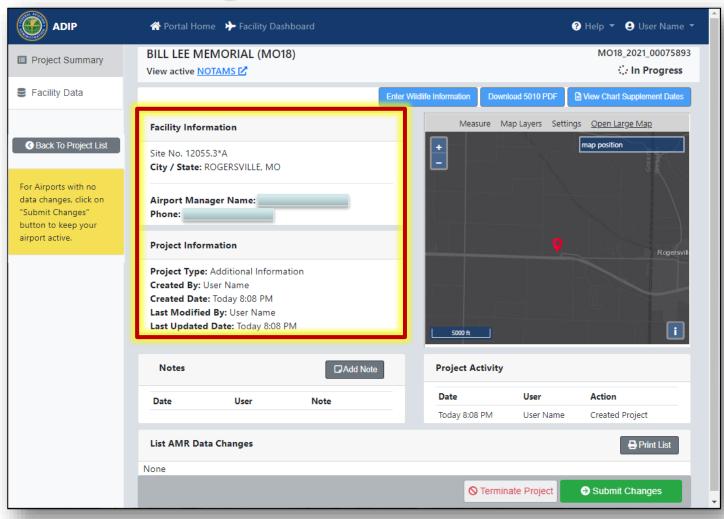
AMR Project Main Page Windows

- Navigation Tabs

- General Airport & Document Area
  - AMR Project Number (Upper Right)
  - AMR Project Status (In Progress)
  - Link to FAA NOTAMS webpage
  - Edit Wildlife Information
  - Download 5010 PDF (Document)
  - View Chart Supplement Cut-off Dates
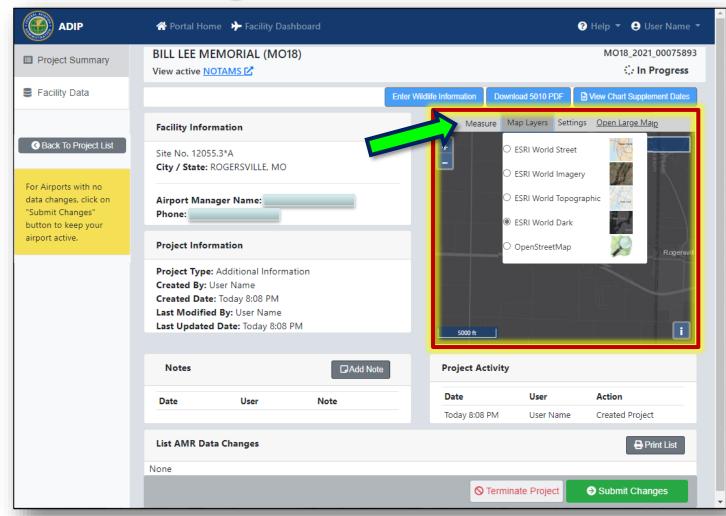
Update Facility Data - Main Page

AMR Project Main Page Windows

- Navigation Tabs

- General Airport & Document Area

- Facility & Project Info
  - Facility Information
  - Project Information

Federal Aviation Administration

Update Facility Data - Main Page
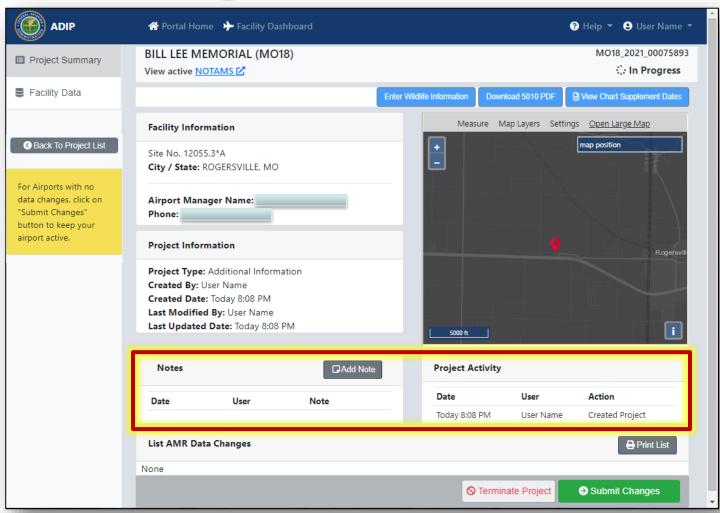
AMR Project Main Page Windows

- Navigation Tabs

- General Airport & Document Area

- Facility & Project Info

- Map View Area / Map Tools
  - Plan View Map of Airport
  - GIS User Tools → Pan & Zoom
  - GIS User Tools → Measure
  - Map Layers – Change Background
  - Settings – Lat/Long Display Type
  - Open Large Map – Expand Map

Update Facility Data - Main Page

AMR Project Main Page Windows

- Navigation Tabs
- General Airport & Document Area
- Facility & Project Info
- Map View Area / Map Tools
- Project Notes & Activities Areas
  - Click "Add Note" to Add Project Note
  - Shows User Project Actions

Federal Aviation Administration

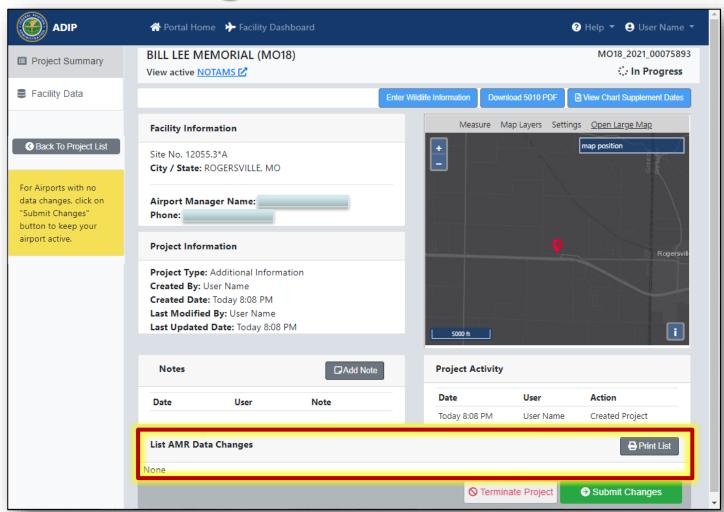# Update Facility Data - Main Page

AMR Project Main Page Windows

- Navigation Tabs
- General Airport & Document Area
- Facility & Project Info
- Map View Area / Map Tools
- Project Notes & Activities Areas
- List AMR Data Changes Area
  - Lists Previous Values & New Values for Each Element Change
  - Allows "Print (Changes) List For Quality Assurance Review

Update Facility Data - Main Page
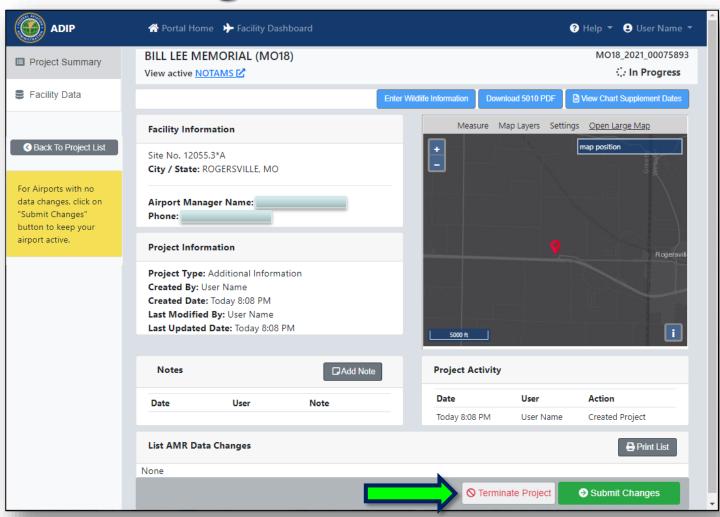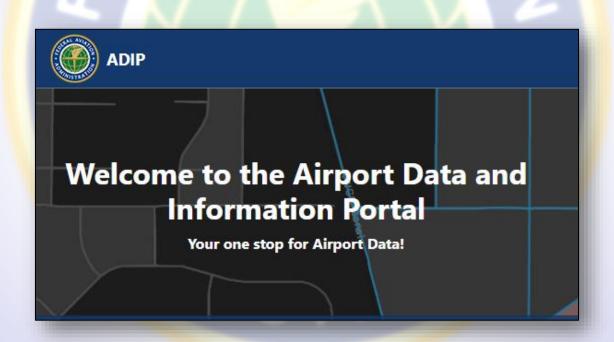
AMR Project Main Page Windows

- Navigation Tabs
- General Airport & Document Area
- Facility & Project Info
- Map View Area / Map Tools
- Project Notes & Activities Areas
- List AMR Data Changes Area
- Terminate/Submit Buttons
  - Terminate the Project, or
  - Submit Airport (Data) Changes

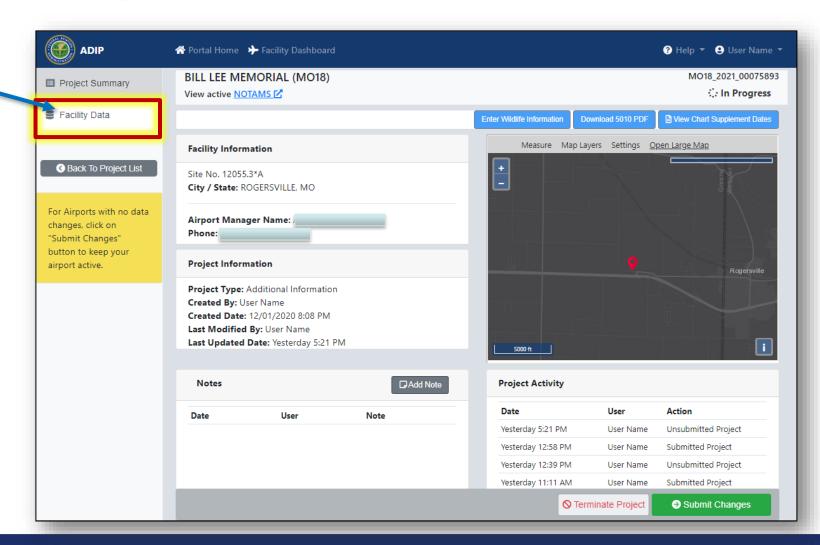# Airport Master Record (AMR) 5010

Facility Data Tab Navigation

ADIP Site URL: https://adip.faa.gov/

Federal Aviation Administration
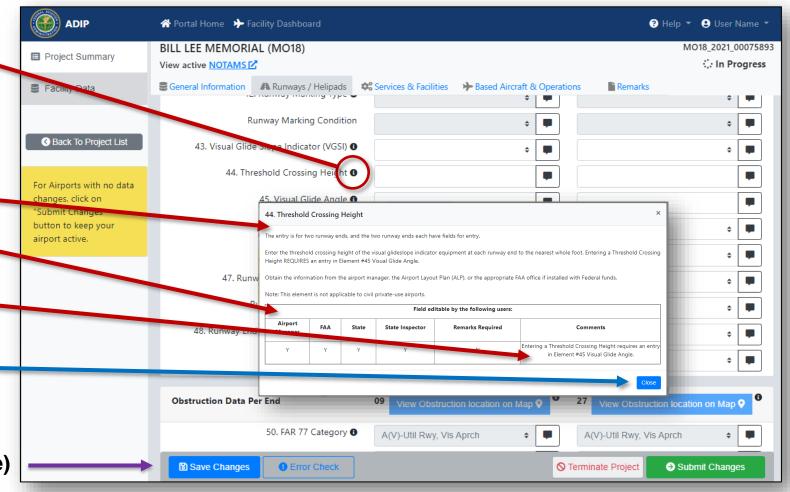
Change/Modify Facility Data

Click the "Facility Data" tab

Change/Modify Facility Data

Click the ⓘ icon next to an Element to see an informational pop-up window specific to that Element

ⓘ Information boxes show:

- Types of data allowed for the Element & Element Terms
- Who can edit the Element
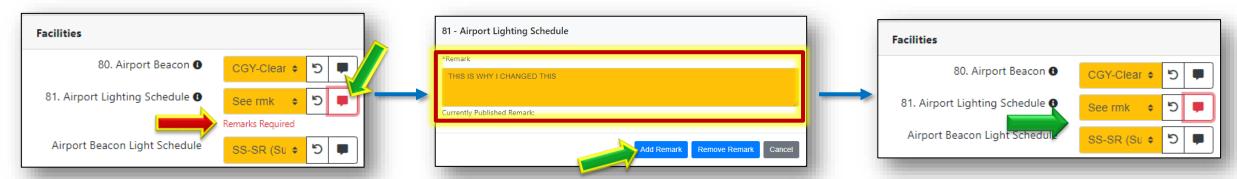- If remarks are "required" after updating the Element Value

Click "Close" to remove the dialog box

Bottom Bar Visual Clues (Next Slide)

Element Remarks & Bottom Bar Visual Clues
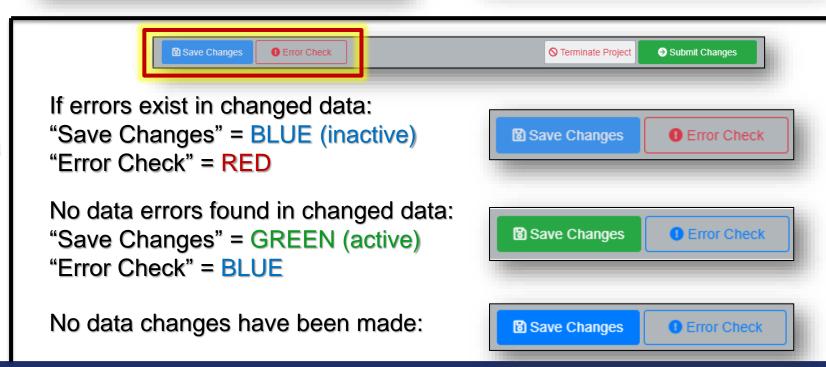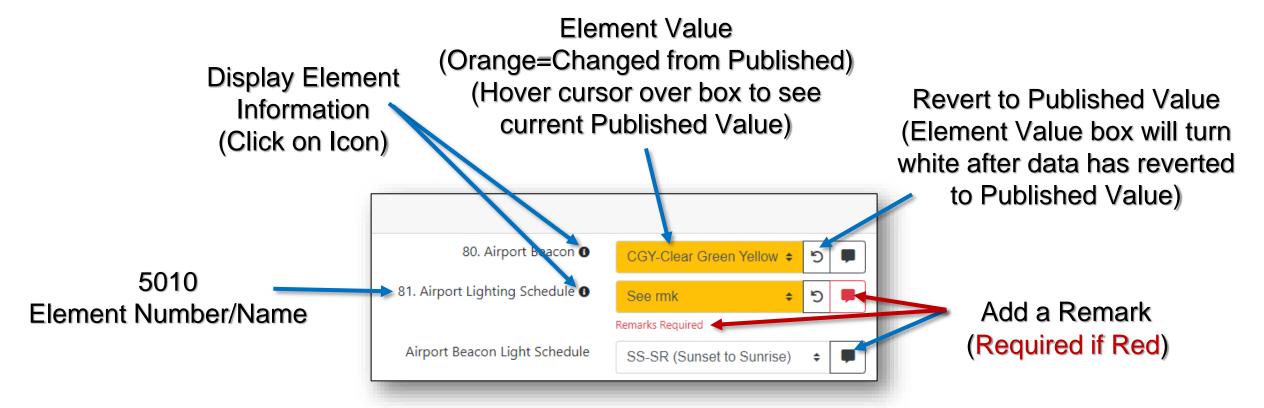

- Click the "Add Remark" icon
- Add the required note or explanation as to why the data changed
- Click "Add Remark" button
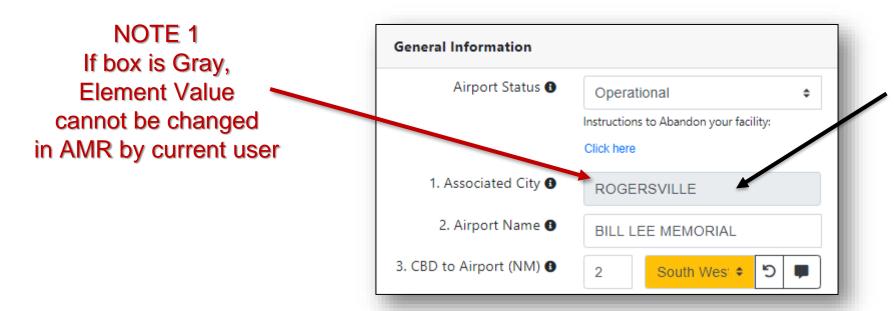- "Remarks Required" note is removed

If errors exist in changed data:
"Save Changes" = BLUE (inactive)
"Error Check" = RED

No data errors found in changed data:
"Save Changes" = GREEN (active)
"Error Check" = BLUE

No data changes have been made:

Element Data Visual Clues

Standard 5010 "Element Box" Layout & Functionality for Facility Data Change/Update Module

Element Value
(Orange=Changed from Published)
(Hover cursor over box to see current Published Value)

Display Element Information
(Click on Icon)

Revert to Published Value
(Element Value box will turn white after data has reverted to Published Value)

5010 Element Number/Name

80. Airport Beacon ℹ️   CGY-Clear Green Yellow ↕   ↺   💬

81. Airport Lighting Schedule ℹ️   See rmk ↕   ↺   🟥
Remarks Required

Airport Beacon Light Schedule   SS-SR (Sunset to Sunrise) ↕   💬

Add a Remark
(Required if Red)

Element Data Visual Clues

Standard 5010 "Element Box" Layout & Functionality for Facility Data Change/Update Module

NOTE 1
If box is Gray,
Element Value
cannot be changed
in AMR by current user

Access to Gray box data is based on user permissions and/or other required forms of data update coordination such as FAA Form 7480-1

General Information

Airport Status ❶ — Operational

Instructions to Abandon your facility:

Click here

1. Associated City ❶ — ROGERSVILLE

2. Airport Name ❶ — BILL LEE MEMORIAL

3. CBD to Airport (NM) ❶ — 2 — South West

Element Data Visual Clues

Standard 5010 "Element Box" Layout & Functionality for Facility Data Change/Update Module

Example 1: FAA Published Value shown with no changes made
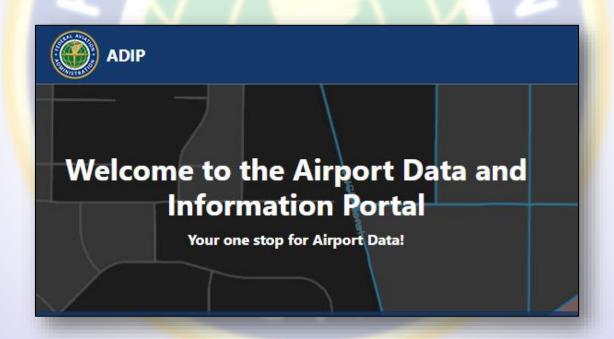
16. Phone Number ⓘ   123-456-7899

Example 2: Element Value has changed. Can be reverted back to original FAA Published Value using "Revert to Published Value" arrow. Hover mouse cursor over changed data to see the FAA Published Value

16. Phone Number ⓘ   123-456-7890
FAA Value - 123-456-7899

Example 3: Gray data box cannot be changed by the Airport Manager. Access to this data is based on user roles & permissions.

1. Associated City ⓘ   GURNEE

Airport Master Record (AMR) 5010

The Data Submission Workflow
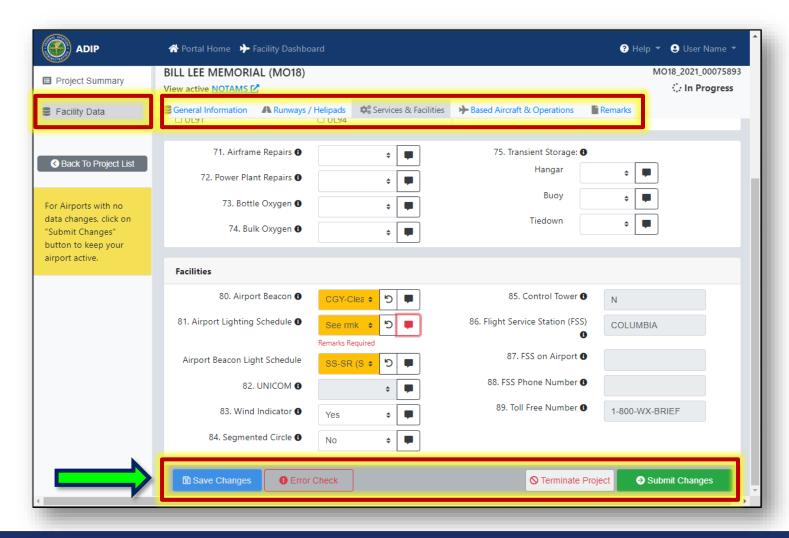
Federal Aviation Administration

The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab
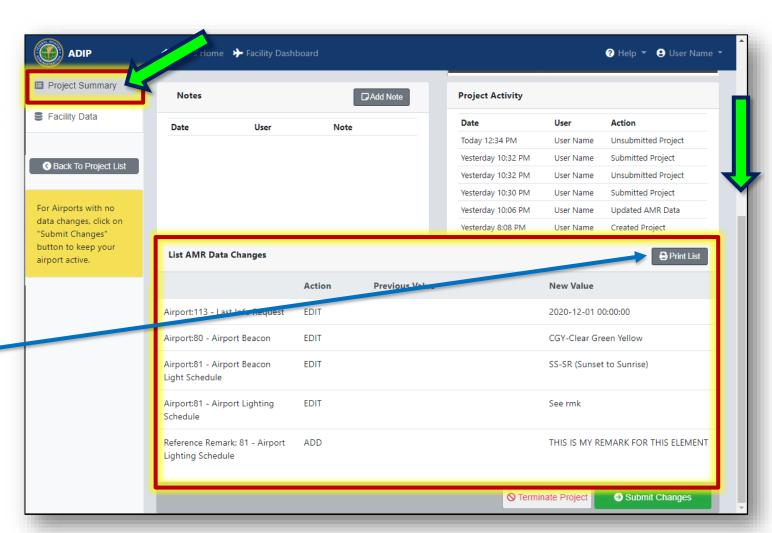
The Data Submission Workflow

QUALITY ASSURANCE CHECKS:

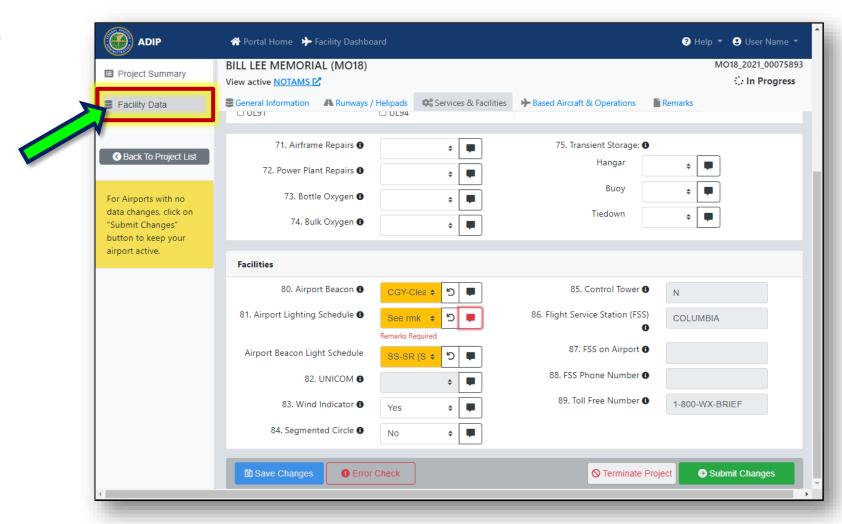Click the "Project Summary" tab to see a list of all changes to this project under "*List AMR Data Changes*"

Use the right side scroll bar if needed to view this dialog box

Use Print List to print a hardcopy of all project data changes & remarks for quality review
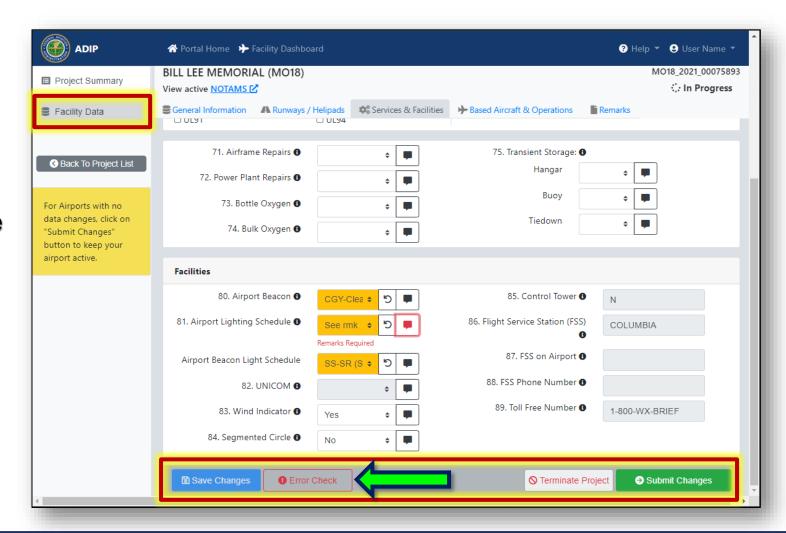
The Data Submission Workflow

Back to the "Facility Data" tab…

Federal Aviation Administration

The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab

2. Click the Error Check button

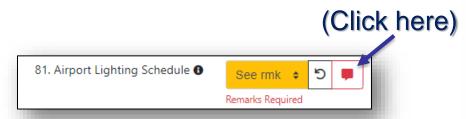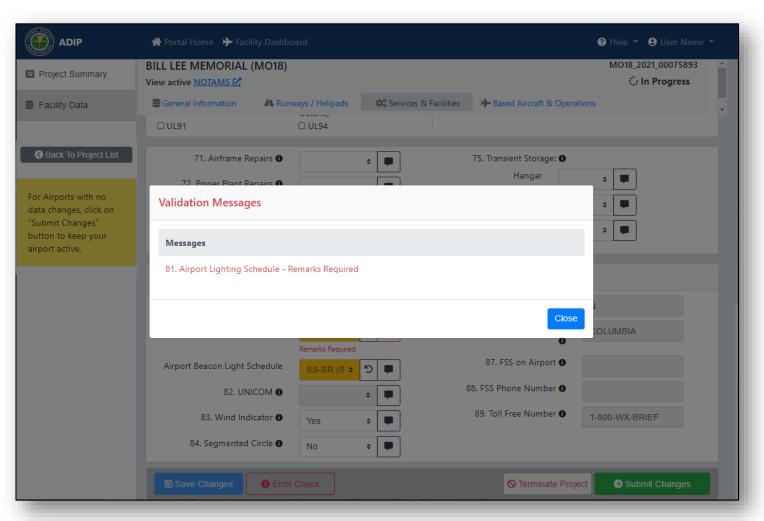Error Check will detect element value changes that require comments but do not have them

The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab

2. Click the Error Check button

Error Check will detect element value changes that require comments but do not have them

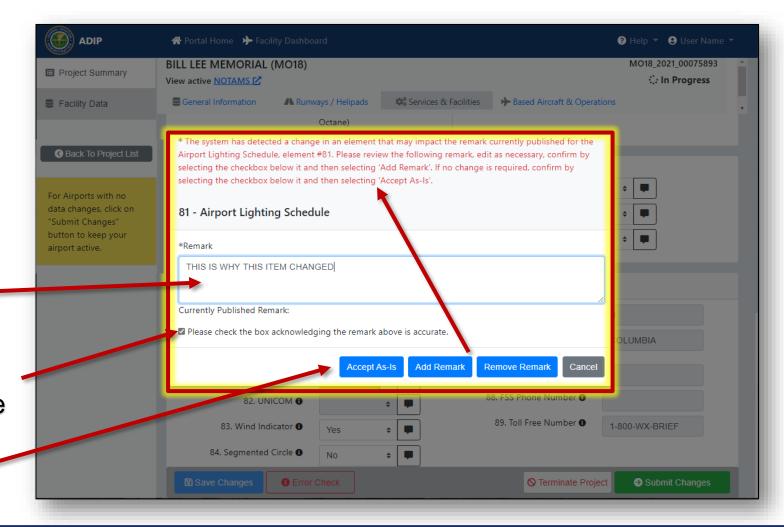Error Check found that Data Element #81 requires a Remark

(Click here)

The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab
2. Click the `Error Check` button

This is the "Add Remark" dialog for Data Element #81
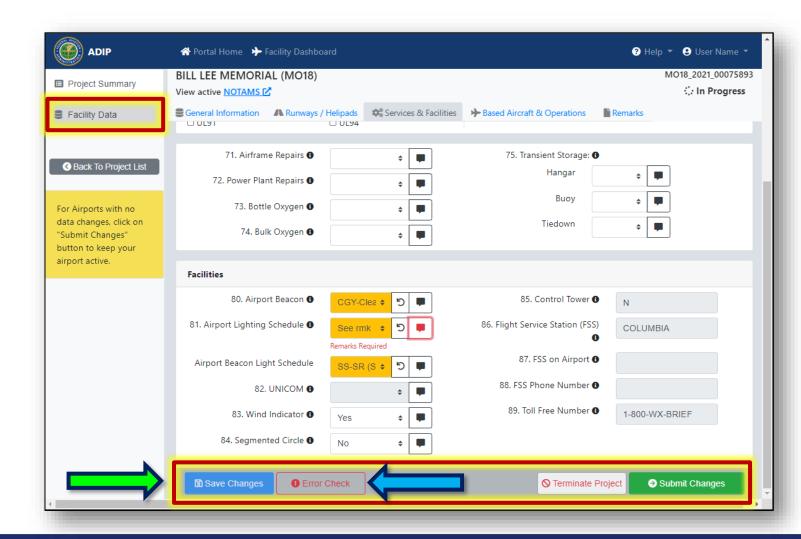
Add your remark as to why this element value changed

Remark accuracy acknowledgement is required for all data changes made in elements #40, #43, #48, and #49
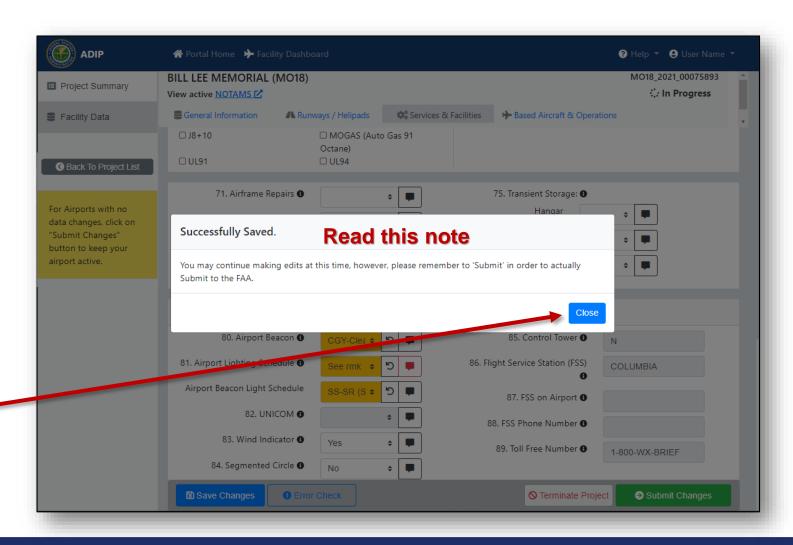
Click the appropriate button

The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab
2. Click the **Error Check** button
3. When Error Check button is **BLUE** – all errors have been corrected
4. Save Changes button is now **Green**
5. Click **Save Changes** button

Federal Aviation Administration

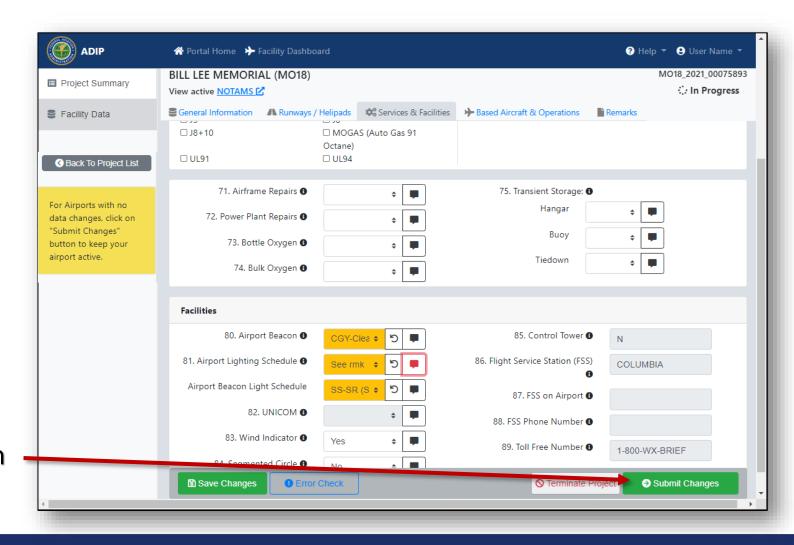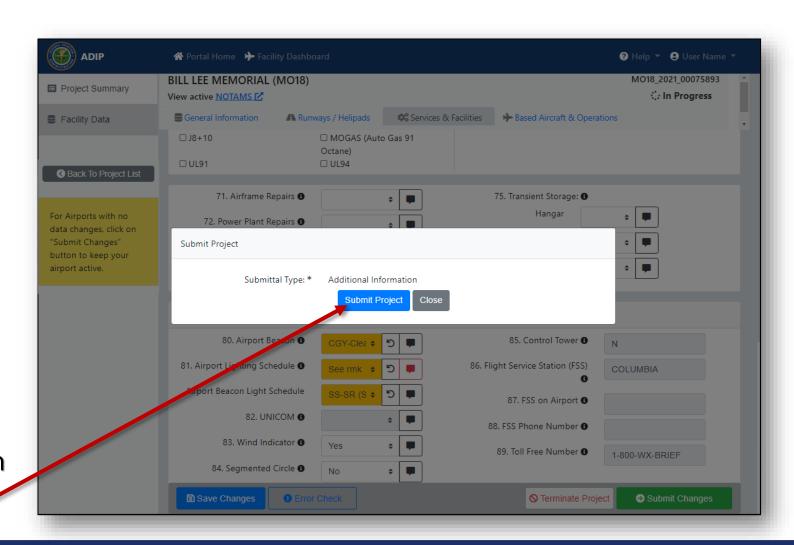# The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab
2. Click the Error Check button
3. When Error Check button is BLUE – all errors have been corrected
4. Save Changes button is now Green
5. Click Save Changes button
6. Click the Close button

The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab

2. Click the Error Check button

3. When Error Check button is BLUE – all errors have been corrected

4. Save Changes button is now Green

5. Click Save Changes button

6. Click the Close button

7. Click the Submit Changes button

The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab
2. Click the Error Check button
3. When Error Check button is BLUE – all errors have been corrected
4. Save Changes button is now Green
5. Click Save Changes button
6. Click the Close button
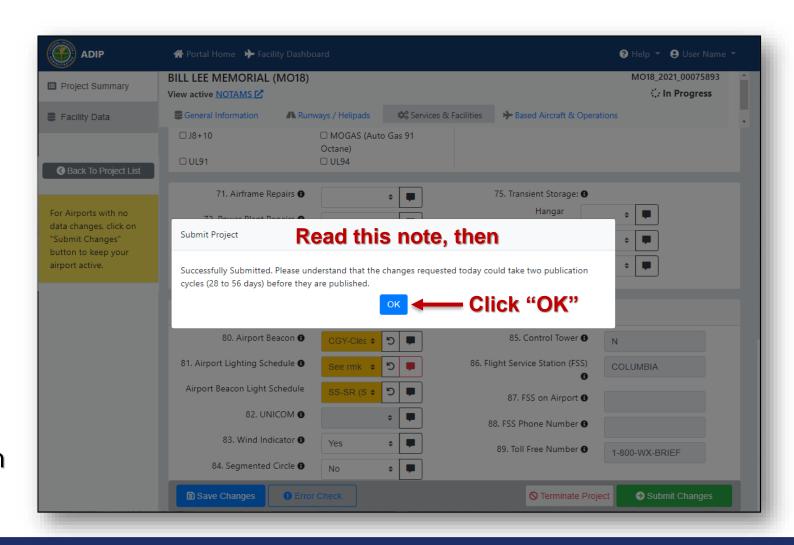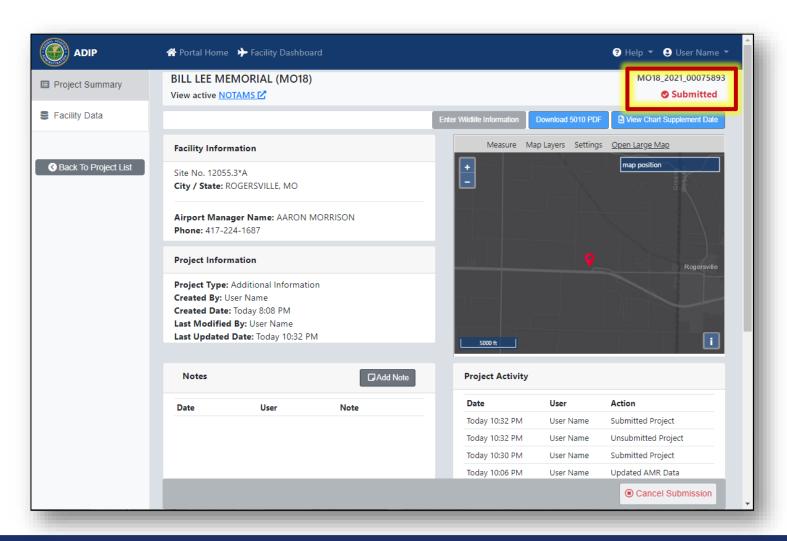7. Click the Submit Changes button
8. Click the Submit Project button

ADIP – The Data Submission Workflow

Bottom bar gives workflow cues:

1. Make all required data changes to elements in each tab
2. Click the Error Check button
3. When Error Check button is BLUE – all errors have been corrected
4. Save Changes button is now Green
5. Click Save Changes button
6. Click the Close button
7. Click the Submit Changes button
8. Click the Submit Project button

The Data Submission Workflow

Your updated Facility Data has been *submitted for FAA review/approval.*

Reminder: Changed/updated facility data submitted by the Cut-Off Date will NOT be added to your AMR (5010) until the associated Effective (Publication) Date or later.
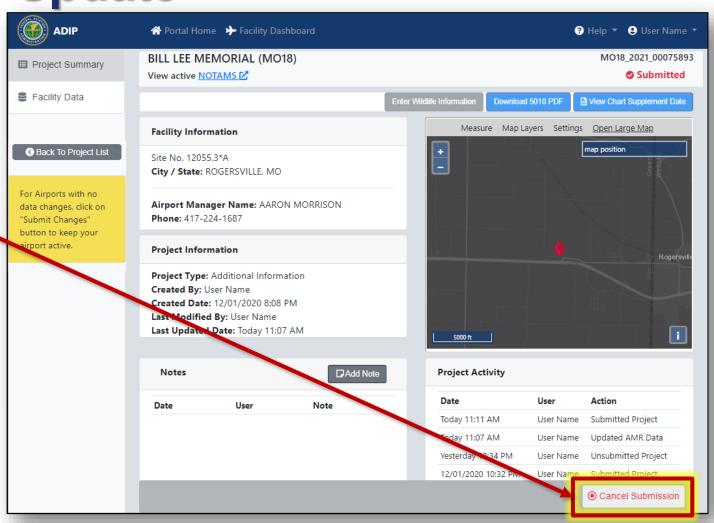
Chart Supplement Submission Cut-Off Dates

Effective Date	Cut-Off Date
Dec 31, 2020	Nov 18, 2020
Feb 25, 2021	Jan 13, 2021
Apr 22, 2021	Mar 10, 2021
Jun 17, 2021	May 5, 2021
Aug 12, 2021	Jun 30, 2021
Oct 7, 2021	Aug 25, 2021

Federal Aviation Administration

The No Data Change Update

If the submittal has not been processed / approved by the FAA, you can
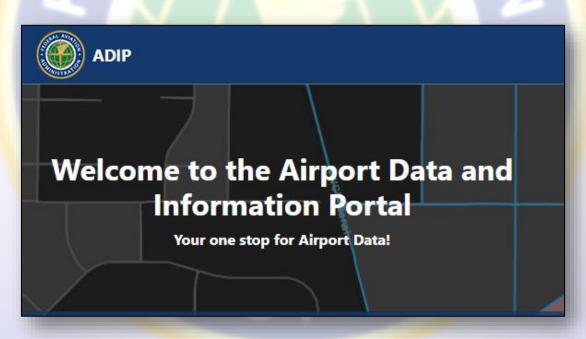
Cancel Submission

and make additional changes to the project.

To resubmit the new changes, just follow the previous steps.

Airport Master Record (AMR) 5010

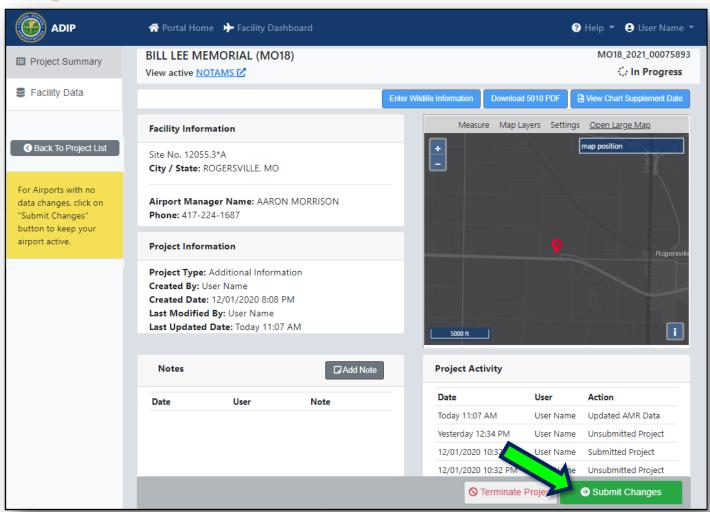## The No Data Change Update
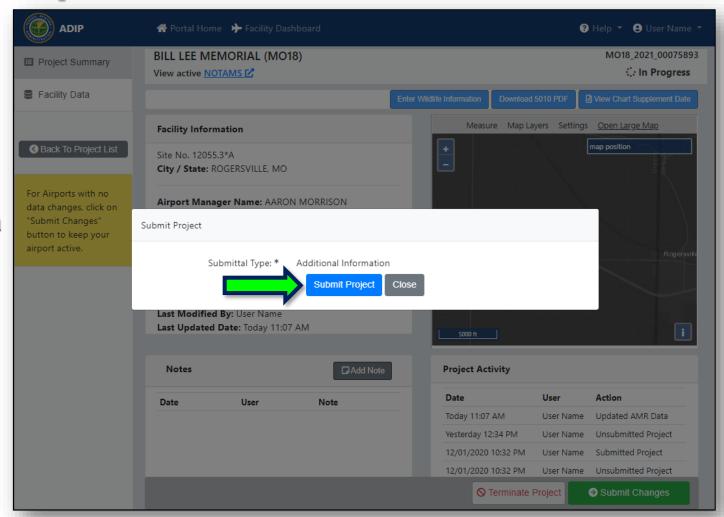## "Active Airfield"

Federal Aviation Administration

The No Data Change Update – "Active Airfield"

A No Data Change Update is useful in order to keep your PRIVATE airport on the FAA's "Active Airfield" 3-year list

To complete the "No Data Change Update"…

- Portal Home →Update Facility Data
- Select the airport → Start Update
- The page on the right is shown
- Don't Make Any Data Changes
- Click Submit Changes

The No Data Change Update – "Active Airfield"

A No Data Change Update is useful in order to keep your PRIVATE airport on the FAA's "Active Airfield" 3-year list

To complete the "No Data Change Update"…

- Portal Home →Update Facility Data
- Select the airport → Start Update
- The page on the right is shown
- Don't Make Any Data Changes
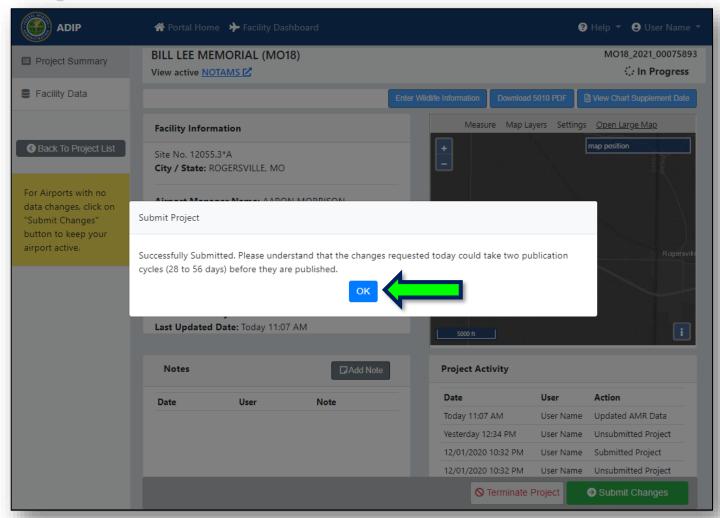- Click Submit Changes
- Click Submit Project

The No Data Change Update – "Active Airfield"

A No Data Change Update is useful in order to keep your PRIVATE airport on the FAA's "Active Airfield" 3-year list

To complete the "No Data Change Update"…

- Portal Home →Update Facility Data
- Select the airport → Start Update
- The page on the right is shown
- Don't Make Any Data Changes
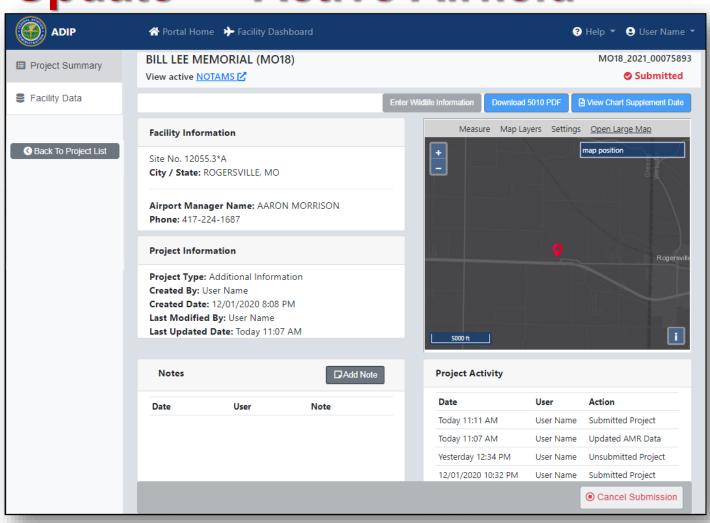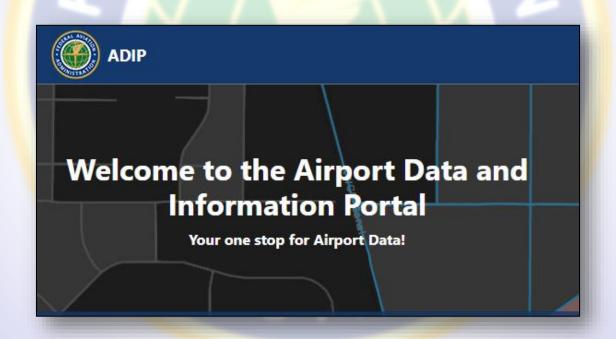- Click Submit Changes
- Click Submit Project
- Click OK

The No Data Change Update – "Active Airfield"

You're all done!

After the FAA reviews and approves this project, your private facility will be included on the FAA's "Active Airfield" list for the next three (3) years!

Airport Master Record (AMR) 5010
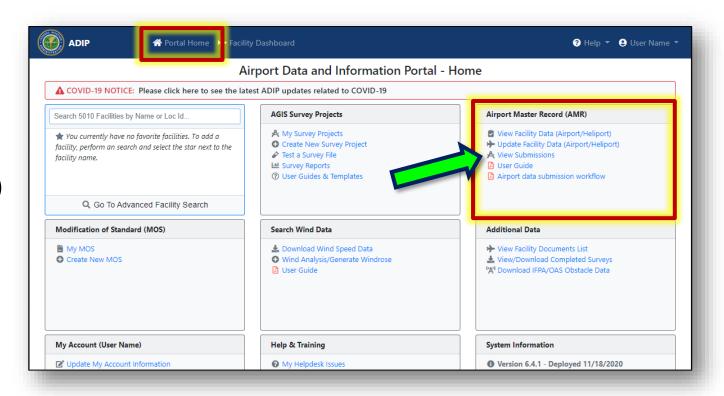
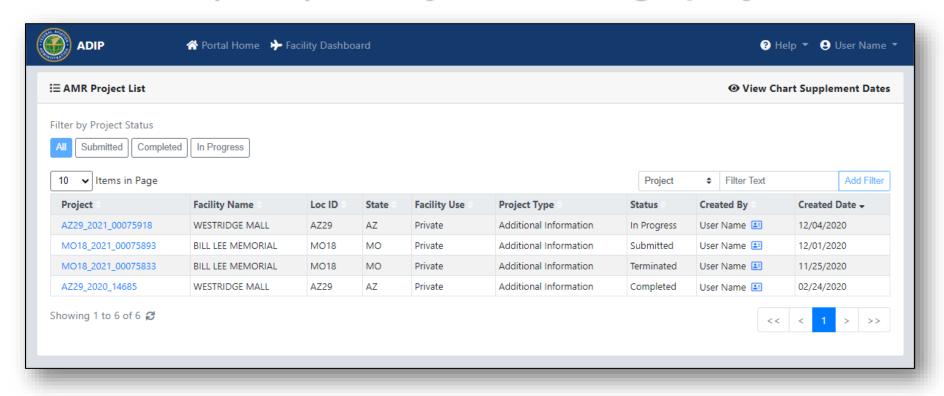## View Submissions - Previous 5010 Changes

Portal Home → AMR → View Submissions

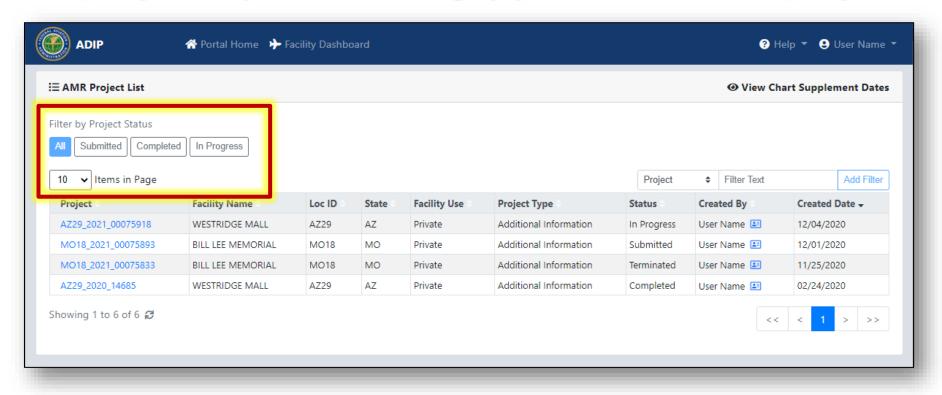**To VIEW PREVIOUS 5010 SUBMISSIONS in ADIP…**

Start at "*Portal Home*" page

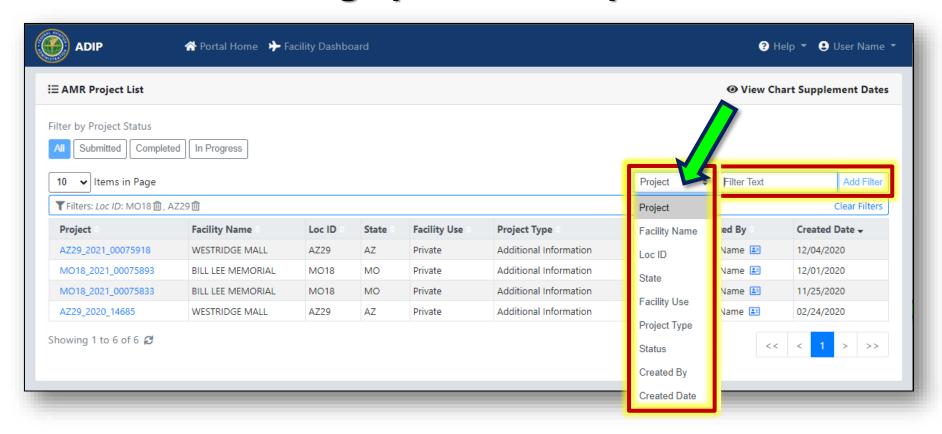- **Airport Master Record (AMR)**
- *View Submissions (Link)*

AMR Project List

Displays a "sortable" list of all user assigned AMR (5010) facility data change projects

AMR Project List

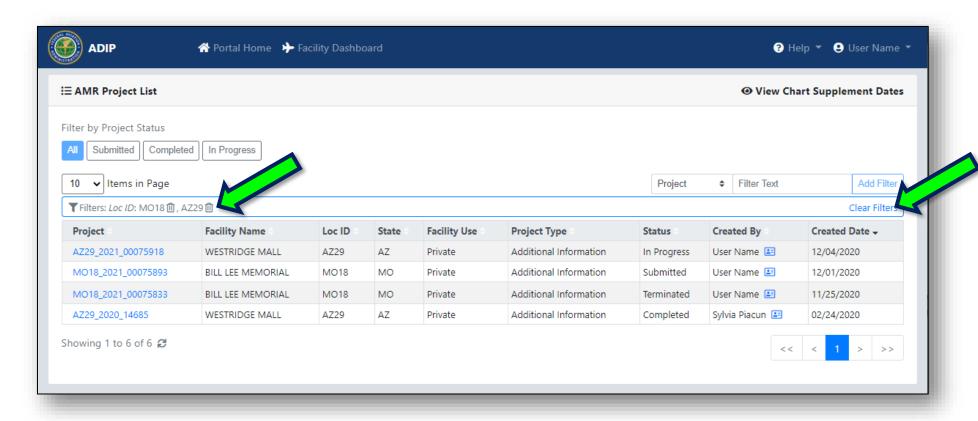**Filter by Project Status & select how many projects (Items in Page) you want to display**

AMR Project List

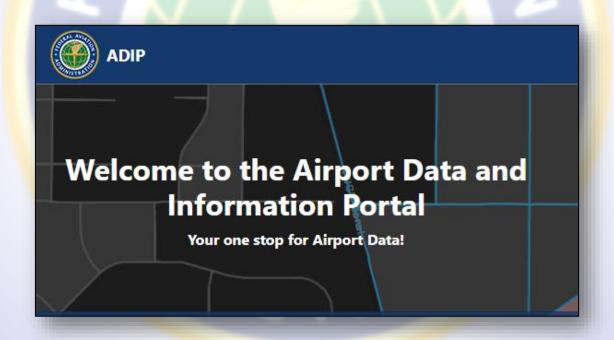**Use the "Add Filter" tool to narrow your search using specific data parameters**

AMR Project List

Click "Clear Filters" to clear ALL search filters.
Click each trashcan icon to delete individual filters.

Airport Master Record (AMR) 5010

Have Questions or Need Help?

ADIP Site URL: https://adip.faa.gov/
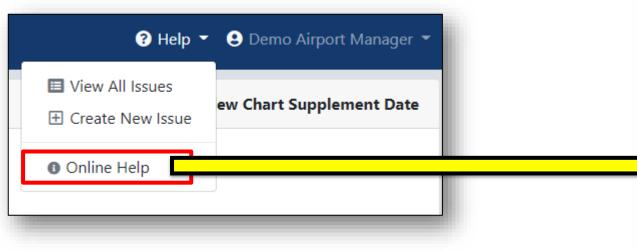
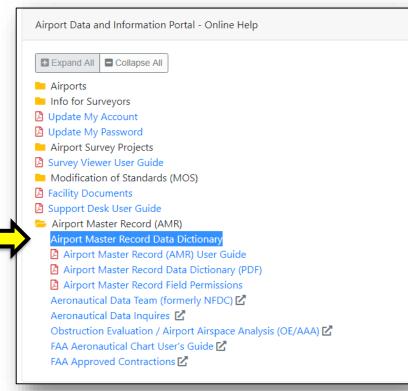Federal Aviation Administration

ADIP – Online Help

Click on
Help -> Online Help
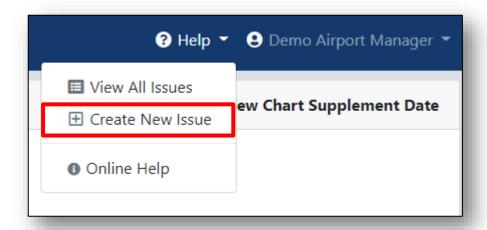to access AMR Help Manual and
access other useful system info links

In *Online Help*, click on
Airport Master Record Data Dictionary
to view user permissions required
to enter/update AMR (5010) data
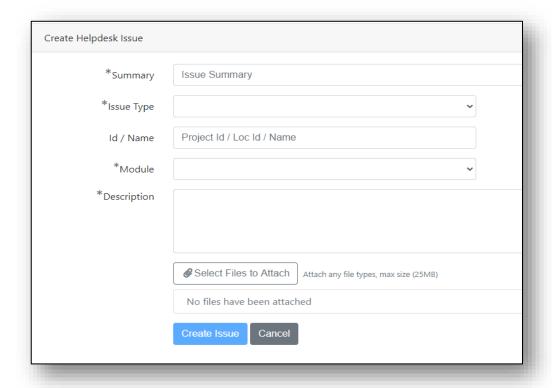
ADIP – Filing Help Desk Ticket (Contact Us)

Click on *Help* → *Create New Issue*
to create and submit a new ADIP
Help Desk issue

Fill this form out and click
Create Issue
We will get back to you ASAP!

Airport Master Record (AMR) 5010

End of Presentation

Federal Aviation Administration